



Interoffice Memorandum

CAPITAL PROJECTS ITEM 2

DATE: March 25, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

THROUGH: Anne Kulikowski, Director
Administrative Services Department

A handwritten signature in black ink, appearing to read "AKulikowski".

FROM: Sara Flynn-Kramer, Manager
Capital Projects Division

A handwritten signature in black ink, appearing to read "Sara Flynn-Kramer".

CONTACT PERSON: Sara Flynn-Kramer, Manager

DIVISION: Capital Projects
Phone: 407-836-0048

ACTION REQUESTED: Approval of Change Order No 5, Contract Y20-773, Courthouse 14th Floor Chamber Buildout, with S A Casey Construction Inc in the amount of \$5,119.38, for a revised lump sum contract amount of \$2,051,873.91. District 5.

PROJECT: Courthouse 14th Floor Chamber Buildout

PURPOSE: To provide funding for additional construction services to complete the capital improvements.

BUDGET: Accounting Line No.: 1248-043-2077

JUSTIFICATION/DISCUSSION:

This work is to provide and install emergency light switches in existing light fixtures as required by the City of Orlando Building Department.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on December 15, 2020.

Original Contract dated January 19, 2021	Lump sum amount - \$1,848,000.00
Change Order No. 1 dated May 17, 2021 Addition of modified wall base covers	Lump sum amount - \$ 933.10
Change Order No. 2 dated February 28, 2022 Changes to electrical, plumbing, HVAC and security	Lump sum amount - \$ 85,930.89
Change Order No. 3 dated July 28, 2022 Add fire dampers	Lump sum amount - \$ 16,129.62
Change Order No. 4 dated October 4, 2022 Changes to electrical, security, and HVAC	Lump sum amount - \$ 95,760.92
Proposed Change Order No. 5 Install emergency light switches in existing light Fixtures.	Lump sum amount - \$ 5,119.38
Proposed Final Contract Amount	\$2,051,873.91

cc: *Administrative Services Department
Procurement Division
Capital Projects Division*



**ORANGE COUNTY PROCUREMENT DIVISION
CHANGE ORDER REQUEST FORM**

REQUEST DATE	BUDGET FY	GRANT FUNDING
02/21/23	22/23	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> THIS REQUEST COMPLIES WITH COST PRINCIPLES

DEPARTMENT/DIVISION	CONTACT NAME	CONTACT PHONE	BUYER/PA/CA NAME
Administrative Services / Capital Projects	Jose Canas	407-836-0081	

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH FIRST PAGE)	TYPE	CONTRACT NUMBER	<input type="checkbox"/> CANCEL ENTIRE PO/DO
S A CASEY CONSTRUCTION INC	5	C20773	POOC	Y20-773	<input type="checkbox"/> DO NOT MAIL VENDOR COPY

INCREASE, DECREASE OR DELETE COMMODITY LINE

CMDTY. LINE NO.	ACTION	PREVIOUS LINE DOLLAR AMOUNT	NEW LINE DOLLAR AMOUNT	COMMODITY LINE DESCRIPTION/COMMENTS	NET DOLLAR CHANGE
1	Increase Quantity FROM 2046754.53 TO 2051873.91	\$ 2,046,754.53	\$ 2,051,873.91	Project: Courthouse 14th Floor Chamber Buildout	\$ 5,119.38
	Select Action FROM TO				\$ 0.00
	Select Action FROM TO				\$ 0.00

ADD COMMODITY LINE

CMDTY. LINE NO.	CMDTY. CODE	DESCRIPTION FOR D.O. YOU MUST SPECIFY AN MA LINE	MA LINE	QTY.	UNIT OF MEAS.	UNIT COST	ACCOUNTING LINE	CHANGE
								\$ 0.00
								\$ 0.00
								\$ 0.00

FUNDING: ACCOUNTING LINE OR REPORTING CODE CHANGE

CMDTY. LINE NO.	ACCTG. LINE NO.	FROM AMOUNT	TO AMOUNT	FROM ACCOUNTING LINE	TO ACCOUNTING LINE	FROM REPORTING CODE	TO REPORTING CODE

ENCUMBERED/DE-ENCUMBERED (REQUIRED FOR ALL TRANSACTIONS)

OTHER CHANGES:

ORIGINAL PO/DO AMT.	NET DOLLARS PREVIOUS C/O <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	NET DOLLARS FOR THIS C/O <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	DOCUMENT TOTAL AFTER THIS C/O	DESCRIBE No Additional Time.
\$ 1,848,000.00	\$ 198,754.53	\$ 5,119.38	\$ 2,051,873.91	
CONTRACT AMOUNT	NET DOLLARS PREVIOUS C/O <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	NET DOLLARS FOR THIS C/O <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	CONTRACT TOTAL AFTER THIS C/O	
AWARD AMOUNT	\$ 1,848,000.00	\$ 198,754.53	\$ 5,119.38	\$ 2,051,873.91

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Install emergency switches as required by inspector. (BCC District 5)

By signing this agreement, the Contractor hereby releases the County, its agents and employees from any and all liabilities under this contract for further equitable adjustments and/or claims associated with this change order.

VENDOR/ CONTRACTOR AUTHORIZATION

DEPARTMENT APPROVAL SIGNATURE

[Handwritten Signatures]

DATE:

DATE:

3/22/23
3/22/23

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:	DATE:
ADD THE FOLLOWING TEXT TO PO/DO: TRACK CHANGES: <input type="checkbox"/> YES <input type="checkbox"/> NO CHANGE AWARD AMOUNT TO :	

APPROVED BY ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS

REV. (10/18)

BCC Mtg. Date: April 11, 2023