



Interoffice Memorandum

CAPITAL PROJECTS ITEM 4

DATE: August 23, 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 "Anne Kulikowski".

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 1, Contract Y22-762 Corrections Administration Uniform and Mail Supply Buildout, with Core Engineering & Construction Inc in the amount of \$120,246.64, for a revised lump sum contract amount of \$1,717,064.89. District 6.

PROJECT: Corrections Administration Uniform and Mail Supply Buildout

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

BUDGET: Accounting Line Number: 1023-081-4030.

JUSTIFICATION/DISCUSSION:

Following the demolition of the work in this area it was determined that the concrete substrate required substantial work to prepare it for the planned finished flooring. The best solution was to change from the planned luxury vinyl tile to polished concrete which is also safer and more durable. The work included the preparation of the substrate with a 2” overlay to allow for the polishing of the concrete floors.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on May 10, 2022.

Original Contract dated June 15, 2022

Lump sum amount - \$ 1,596,818.25

Proposed Change Order No. 1

Demolition and repair the existing substrate with 2” overlay to allow for polishing of the concrete floors in lieu of luxury vinyl tile.

Lump sum amount - \$ 120,246.64

Proposed Final Contract Amount

\$ 1,717,064.89

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



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

REQUEST DATE	BUDGET FY	GRANT FUNDING	
07/12/23	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
CORE ENGINEERING & CONSTRUCTION INC	1	C22762	POOC	Y22-762	<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 1596818.25 TO 1717064.89	\$ 1,596,818.25	\$ 1,717,064.89	Project: Corrections Administration Uniform and Mail Supply Buildout (18102)	\$ 120,246.64
	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)

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
\$ 1,196,818.25	\$ 400,000.00	\$ 120,246.64	\$ 1,717,064.89	No Additional Time.

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O <input 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
\$ 1,596,818.25	\$ 0.00	\$ 120,246.64	\$ 1,717,064.89

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Demo and replace existing concrete substrate to accept flooring finishes.

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

Sara Flynn-Kramer

Digitally signed by Sara Flynn-Kramer
Date: 2023.08.24 10:11:04 -04'00'

DATE: 08/24/2023

DATE: 08/24/23

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL: _____

DATE: _____

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO: _____

APPROVED BY ORANGE
COUNTY BOARD OF
COUNTY COMMISSIONERS

REV. (10/18)

BCC Mtg. Date: September 12, 2023