



Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

DATE: November 30, 2018

TO: Mayor Jerry L. Demings
and the
Board of County Commissioners

THROUGH: Anne Kulikowski, Director
Administrative Services Department

A handwritten signature in black ink, appearing to read "Anne", written over the text of the "THROUGH" field.

FROM: Sara Flynn-Kramer, Manager
Capital Projects Division

A handwritten signature in black ink, appearing to read "Sara", written over the text of the "FROM" field.

CONTACT PERSON: Sara Flynn-Kramer, Manager

DIVISION: Capital Projects
Phone: 407-836-0048

ACTION REQUESTED: Approval of Change Order No. 1, Purchase Order M00000092366, with Architects Design Group Inc in the amount of \$38,959, for the Fire Station #87 INVEST project. The revised lump sum contract amount is \$137,786.82.

PROJECT: FIRE STATION #87 INVEST

DISTRICT 4

PURPOSE: To provide funding for additional professional design services to complete the site adaption design.

BUDGET: Accounting Line No.: 1023-034-0795-6210

JUSTIFICATION/DISCUSSION:

Additional professional design services are necessary to complete the site adaption for the two-bay prototype fire station.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on September 27, 2018.

Original Purchase Order dated September 27, 2018 Lump sum amount - \$ 98,827.82

Proposed Change Order No. 1 Lump sum amount - \$ 38,959.00

Additional professional design services are necessary to complete the site adaption for the two-bay prototype fire station.

Proposed Final Contract Amount \$ 137,786.82

*Approvals Administrative Services Department
 Procurement Division
 Capital Projects Division
 Fire Rescue Department*

BCC Mtg. Date: December 18, 2018



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

| | | | |
|--------------|-----------|---|---|
| REQUEST DATE | BUDGET FY | GRANT FUNDING | |
| 11/26/18 | 18/19 | <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 / Fiscal | Jose Canas | 407-836-0081 | Rochelle Chambers |

| | | | | | |
|-----------------------------|------------------|----------------------------------|------|-----------------|--|
| VENDOR | CHANGE ORDER NO. | DOCUMENT NO. (ATTACH FIRST PAGE) | TYPE | CONTRACT NUMBER | <input type="checkbox"/> CANCEL ENTIRE PO/DO |
| Architects Design Group Inc | 1 | M00000092366 | POOC | | <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 88827.82 TO 137786.82 | \$ 98,827.82 | \$ 137,786.82 | Project: Fire Station #87 INVEST | \$ 38,959.00 |
| | 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 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 | OTHER CHANGES: DESCRIBE |
|---------------------|--|---|-------------------------------|----------------------------|
| \$ 98,827.82 | | \$ 38,959.00 | \$ 137,786.82 | |

CONTRACT AMOUNT

| AWARD AMOUNT | NET DOLLARS PREVIOUS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT | NET DOLLARS FOR THIS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT | CONTRACT TOTAL AFTER THIS C/O |
|--------------|--|--|-------------------------------|
| | | | |

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Additional professional design services to complete the site adaptation design for the 2-Bay prototype fire station.

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 Signature]

DATE:

DATE:

11/30/18
11/30/18

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: YES NO

CHANGE AWARD AMOUNT TO :