



Legislation Text

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**File #:** 24-1105, **Version:** 1

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**Interoffice Memorandum**

**DATE:** July 15, 2024

**TO:** Mayor Jerry L. Demings and County Commissioners

**THROUGH:** Anne Kulikowski, Director, Administrative Services Department

**FROM:** Sara Flynn-Kramer, Manager, Capital Projects Division

**CONTACT:** Sara Flynn-Kramer

**PHONE:** 407-836-0048

**DIVISION:** Capital Projects

**ACTION REQUESTED:**

Approval of Change Order No 3, Contract Y22-7016 EPD New Near-Road Air Quality Monitoring Station - GRANT, with Café Construction & Development Inc in the amount of \$5,924.75, for a revised lump sum contract amount of \$321,470.46. District 6. (Capital Projects Division)

**PROJECT:** EPD New Near-Road Air Quality Monitoring Station - GRANT

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

**BUDGET:** Accounting Line Number: 1013-068-2428-6310

**JUSTIFICATION/DISCUSSION:**

This work was required to provide the underground conduit for the primary electrical service for the project. The utility provider included the wire in their scope of work but excluded the conduit. This scope shifted from the utility provider to the general contractor and is not an additional cost of the project. While the total project cost is not increasing, it is necessary to request approval of this change order because we have reached the change order threshold requiring Board approval with this contractor on this project.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on October 25, 2022.

**Original Contract dated November 2, 2022 Lump sum amount - \$ 266,000.00**

**Change Order No. 1 dated January 4, 2024 Lump sum amount - \$ 24,512.83**

Modification to site plan requiring the relocation of the station

**Change Order No. 2 dated May 23, 2024 Lump sum amount - \$ 25,032.88**

Modification to site plan to provide for a fall protection system and secured storage fees for the station

**Proposed Change Order No. 3 Lump sum amount - \$ 5,924.75**

Include underground electrical conduit for the primary electrical service not installed by utility provider

**Proposed Final Contract Amount \$ 321,470.46**



BCC Mtg. Date: July 30, 2024

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

REQUEST DATE	BUDGET FY	GRANT FUNDING
06/24/24	23/24	<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
CAFE CONSTRUCTION & DEVELOPMENT INC	3	C227016	POOC	Y22-7016	<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
	Select Action FROM TO			Project: EPD New Near - Road Air Quality Monitoring Station - GRANT (20048)	\$ 0.00
	Select Action FROM TO				\$ 0.00
	Select Action FROM TO				\$ 0.00

**ADD COMMODITY LINE**

CMDTY. LINE NO.	CMDTY. CODE	DESCRIPTION		QTY.	UNIT OF MEAS.	UNIT COST	ACCOUNTING LINE	CHANGE
		FOR D.O. YOU MUST SPECIFY AN MA LINE	MA LINE					
6	97320	Project: EPD New Near - Road Air Quality Monitoring Station - GRANT (20048)		5924.75	EA	\$ 1.00	See below	\$ 5,924.75
								\$ 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
6	1		\$ 5,924.75		1013-068-2428-6310		2004805072

**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	OTHER CHANGES: DESCRIBE
\$ 266,000.00	\$ 49,545.71	\$ 5,924.75	\$ 321,470.46	No Additional Time.

  

AWARD 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
\$ 266,000.00	\$ 49,545.71	\$ 5,924.75	\$ 321,470.46

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Construction changes to electrical service connection.

*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

DATE:

DEPARTMENT APPROVAL SIGNATURE

DATE: 7/10/24

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO :