



Legislation Text

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**File #:** 25-070, **Version:** 1

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**Interoffice Memorandum**

**DATE:** December 16, 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 Division

**ACTION REQUESTED:**

Approval of Change Order No 1, Contract Y24-723 Cassady Building 2<sup>nd</sup> Floor Atrium Infill and Build-Out, with Poli Construction Inc in the amount of \$79,057.55, for a revised lump sum contract amount of \$614,379.55. District 6. (Capital Projects Division)

**PROJECT:** Cassady Building 2nd Floor Atrium Infill and Build-Out

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

**BUDGET:** Accounting Line Number: 1023-068-3147-3810

**JUSTIFICATION/DISCUSSION:**

The original scope of work planned for the construction to be done during the day and did not include any afterhours work at night. The Neighborhood Services Division wants to remain in the surrounding office areas during construction and has limited relocation options. This change order would allow for the contractor to perform the majority of the construction work afterhours at night which will minimize disruptions, noise, dust, and other potential disturbances during the day. The Manager of the Neighborhood Services Division has requested that this work be done at night.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on February 20, 2024.

|  |  |
|--|--|
| <b>Original Contract dated May 8, 2024</b> | <b>Lump sum amount - \$ 535,322.00</b> |
|--|--|

|                                    |                                       |
|------------------------------------|---------------------------------------|
| <b>Proposed Change Order No. 1</b> | <b>Lump sum amount - \$ 79,057.55</b> |
|------------------------------------|---------------------------------------|

3<sup>rd</sup> Shift work hours at night

|                                       |                      |
|---------------------------------------|----------------------|
| <b>Proposed Final Contract Amount</b> | <b>\$ 614,379.55</b> |
|---------------------------------------|----------------------|



APPROVED BY ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS  
 BCC Mtg. Date: January 7, 2025  
**ORANGE COUNTY PROCUREMENT DIVISION**  
**CHANGE ORDER REQUEST FORM**

#3

| REQUEST DATE | BUDGET FY | GRANT FUNDING   |
|--------------|-----------|---|
| 11/26/24     | 24/25     | <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     |
|-----------------------|------------------|----------------------------------|------|-----------------|--|
| POLI CONSTRUCTION INC | 1                | C24723                           | POOC | Y24-723         | <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 |                             |                        | CP23031 - Cassidy Building 2nd Floor Atrium Infill and Build-out | \$ 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                              |          |               |           |                 |              |
| 2               | 97315       | CP23031 - Cassidy Building 2nd Floor Atrium Infill and Build-out. | 79057.55 | EA            | \$ 1.00   | See below       | \$ 79,057.55 |
|                 |             |   |          |               |           |                 | \$ 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 |
|-----------------|-----------------|-------------|--------------|----------------------|--------------------|---------------------|-------------------|
| 2               | 1               |             | \$ 79,057.55 |                      | 1023-068-3147-3810 |                     | 2303105072        |
|                 |                 |             |              |                      |                    |                     |                   |

**ENCUMBERED/DE-ENCUMBERED (REQUIRED FOR ALL TRANSACTIONS)**

| ORIGINAL PO/DO AMT. | NET DOLLARS PREVIOUS C/O   | NET DOLLARS FOR THIS C/O   | DOCUMENT TOTAL AFTER THIS C/O | OTHER CHANGES:<br>DESCRIBE |
|---------------------|--|--|-------------------------------|----------------------------|
| \$ 535,322.00       | <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 0.00 | <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 79,057.55 | \$ 614,379.55                 |                            |
|                     |  |  |                               |                            |

  

| CONTRACT AMOUNT | NET DOLLARS PREVIOUS C/O   | NET DOLLARS FOR THIS C/O   | CONTRACT TOTAL AFTER THIS C/O |
|-----------------|--|--|-------------------------------|
| AWARD AMOUNT    | <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 0.00 | <input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 79,057.55 | \$ 614,379.55                 |
|                 |  |  |                               |

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Night work is being requested by the Client to avoid disruptions to staff daily operations. BCC District 6

*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: 12.10.2024

DEPARTMENT APPROVAL SIGNATURE

DATE: 12/7/24

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES:  YES  NO

CHANGE AWARD AMOUNT TO: