



Interoffice Memorandum

CAPITAL PROJECTS ITEM 3

DATE: October 4, 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 4, Contract Y21-754 Juvenile Assessment Center Exterior Security Upgrades, with Café Construction & Development Inc in the amount of \$117,096.95, for a revised lump sum contract amount of \$514,618.53. District 6.

PROJECT: Juvenile Assessment Center Exterior Security Upgrades

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

BUDGET: Accounting Line Number: 1023-062-2525.

JUSTIFICATION/DISCUSSION:

The original scope of the project was to provide security upgrades to the property including new cameras, a surveillance system, exterior lighting, perimeter fencing, and gate improvements. To expedite the start of this critical security project the Invitation for Bids was issued while the plans were being permitted. After the construction contract was awarded and during the permitting process, the City of Orlando Building Department comments included significant additional scope of work for code compliance to bring the existing site and parking lot into compliance. This work included the addition of landscaping and irrigation, some additional fencing modifications, and parking lot improvements including an ADA crosswalk.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on July 27, 2021.

Original Contract dated July 28, 2021	Lump sum amount - \$	365,000.00
Change Order No. 1 dated March 11, 2022 Tree permit	Lump sum amount - \$	4,965.38
Change Order No. 2 dated April 13, 2022 Additional City of Orlando permit fees	Lump sum amount - \$	1,672.92
Change Order No. 3 dated February 23, 2023 Multiple mobilizations for complicated phasing	Lump sum amount - \$	25,883.28
Proposed Change Order No. 4 City of Orlando requirements including irrigation and landscaping, concrete cores for storm boxes, additional Type D curb, black chain link fencing, and ADA crosswalk	Lump sum amount - \$	117,096.95
Proposed Final Contract Amount	\$	514,618.53

cc: *Administrative Services Department*
Procurement Division
Capital Projects Division
Community & Family Services Department



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
10/03/23	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	4	C21754	POOC	Y21-754	<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 397521.58	\$ 397,521.58	\$ 514,618.53	Project Juvenile Assessment Center Exterior Security Upgrades (19024)	\$ 117,096.95
	TO 514618.53				
	Select Action				\$ 0.00
	Select Action				\$ 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					
							\$ 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	NET DOLLARS FOR THIS C/O	DOCUMENT TOTAL AFTER THIS C/O	OTHER CHANGES:
\$ 365,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 32,521.58	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 117,096.95	\$ 514,618.53	DESCRIBE No Additional Days.

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
\$ 365,000.00	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 32,521.58	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT \$ 117,096.95	\$ 514,618.53

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Revised scope of work to the revised approved plans from the City of Orlando comments.

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

Digitally signed by
Carlos A Rivero
Date: 2023.10.05
10:46:00 -04'00'

DATE: 10-5-2023

DATE: 10/4/23

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)