



Y17-741 Interoffice Memorandum

CAPITAL PROJECTS ITEM 2

**DATE:** May 17, 2018

**TO:** Mayor Teresa Jacobs  
and the  
Board of County Commissioners

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

A handwritten signature in black ink, appearing to be "AK", written over the name Anne Kulikowski.

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

A handwritten signature in black ink, appearing to be "SFK", written over the name Sara Flynn-Kramer.

**CONTACT PERSON:** Sara Flynn-Kramer, Manager

**DIVISION:** Capital Projects  
Phone: 407-836-0048

**ACTION REQUESTED:** Approval of Change Order No. 2, Contract No. Y17-741, with EPS Contractor Group, Corp. in the amount of \$7,590.12, for the Sheriff's Office Command and Monitor Center. The revised lump sum contract amount is \$786,813.

**PROJECT:** SHERIFF'S OFFICE COMMAND AND MONITOR CENTER

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

**BUDGET:** Accounting Line No.: 1014-006-0143-6210

**JUSTIFICATION/DISCUSSION:**

This change order is necessary to make repairs to accommodate electrical upgrades as required to meet code.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on May 23, 2017.

<b>Original Contract dated June 9, 2017</b>	<b>Lump sum amount - \$</b>	<b>730,000.00</b>
<b>Change Order No. 1 dated May 18, 2018</b> Additional services for fire alarm and permitting costs.	<b>Lump sum amount - \$</b>	<b>49,222.88</b>
<b>Proposed Change Order No. 2</b> Additional services to make repairs to accommodate the electrical upgrade work.	<b>Lump sum amount - \$</b>	<b>7,590.12</b>
<b>Proposed Final Contract Amount</b>	<b>\$</b>	<b>786,813.00</b>

*Approvals    Administrative Services Department  
                  Procurement Division  
                  Capital Projects Division  
                  Orange County Sheriff's Office*



BCC Mtg. Date: June 5, 2018

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

REQUEST DATE	BUDGET FY	GRANT FUNDING
5/11/2018	2018	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> THIS REQUEST COMPLIES WITH COST PRINCIPLES

DEPARTMENT/DIVISION	CONTACT NAME		CONTACT PHONE		CONTACT EMAIL
Admin Services/Capital Projects	AJ Murray		407-836-0057		Kristine.Alberty@ocfl.net

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH A COPY)	TYPE	CONTRACT NUMBER	BUYER/PA/CA NAME
EPS CONTRACTOR GROUP CORP	1	C17741	POOC	Y17-741	Dorie Yopez

**INCREASE, DECREASE OR DELETE COMMODITY LINE**

CMDTY. LINE NO.	ACTION	FROM	TO	PREVIOUS LINE DOLLAR AMOUNT	NEW LINE DOLLAR AMOUNT	COMMODITY LINE DESCRIPTION/COMMENTS	NET DOLLAR CHANGE
1	Increase Quantity	779222.88	786813.00	\$779,222.88	\$786,813.00	Permitting	\$7,590.12
	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	NET DOLLAR CHANGE
		FOR D.O. YOU MUST SPECIFY AN MA LINE					\$0.00
							\$0.00
							\$0.00

**ACCOUNTING LINE CHANGE**

CMDTY. LINE NO.	ACCTG. LINE NO.	FROM AMOUNT	FROM ACCOUNTING LINE	TO AMOUNT	TO ACCOUNTING LINE

**OTHER CHANGES**

Please use accounting line  
1035-023-0143-6210

**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
	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	
\$730,000.00	\$49,222.88	\$7,590.12	\$786,813.00

**CONTRACT AMOUNT**

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	<input checked="" type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	
\$730,000.00	\$49,222.88	\$7,590.12	\$786,813.00

- ☐ CANCEL ENTIRE PO/DO
- ☐ DO NOT MAIL VENDOR COPY

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

Design revisions required due to permitting

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

DATE: 5/16/18

DATE: 5/13/18

**OFFICIAL PROCUREMENT DIVISION USE ONLY**

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: ☐ YES ☐ NO

CHANGE AWARD AMOUNT TO :