





Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

DATE: July 27, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

THROUGH: Anne Kulikowski, Director
Administrative Services Department 

FROM: Sara Flynn-Kramer, Manager
Capital Projects Division 

CONTACT PERSON: Sara Flynn-Kramer, Manager

DIVISION: Capital Projects
Phone: 407-836-0048

ACTION REQUESTED: Approval of Change Order No. 4, Contract No. Y16-753 with Pipeline Mechanical in the amount of \$4,275.60 for the Sheriff's Gun Range Complex HVAC Replacement Project. The revised lump sum contract amount is \$592,840.93.

PROJECT: Sheriff's Gun Range Complex HVAC Replacement

DISTRICT 4

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

BUDGET: Accounting Line No.: 1023-043-2049-6210

JUSTIFICATION/DISCUSSION:

This change order is necessary to replace the framing of the existing fire damper penetrations to bring them up to code.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on July 29, 2016.

Original Contract dated June 16, 2016	Lump sum amount - \$	540,619.00
Change Order No. 1 dated January 27, 2017 Additional Services to connect utilities for two modular building.	Lump sum amount - \$	30,497.44
Change Order No. 2 dated March 6, 2017 Additional Services for installation of blank-off panels for the spray foam backing.	Lump sum amount - \$	3,213.86
Change Order No. 3 dated May 16, 2017 Additional Services to Laundry Room relocation	Lump sum amount - \$	14,235.03
Proposed Change Order No.4 dated July 12, 2017 Additional Services for framing of 10 existing fire damper penetrations in order to bring up to code.	Lump sum amount - \$	4,275.60
Proposed Final Contract Amount	\$	592,840.93

CC: *Administrative Services Department*
Corrections Department
Procurement Division
Capital Projects Division

**ORANGE COUNTY PURCHASING AND CONTRACTS
CHANGE ORDER REQUEST FORM**

BCC Mtg. Date: August 22, 2017

DATE	DEPARTMENT/DIVISION	CONTACT NAME				CONTACT PHONE
7/25/2017	Admin. Services/Capital Projects	AJ MURRAY				407.836.0053
CHANGE ORDER NO.	VENDOR	DOCUMENT NO.	DOOC	POOC	CONTRACT NUMBER	ORIGINAL DOCUMENT APPROVAL BUYER/PA/CA NAME
4	66732/PIPELINE MECHANICAL	C16753		✓	Y16-753	CORIE CUMMINGS

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- Encumbrance	FROM 588565.33 TO 592840.93	\$ 588,565.33	\$ 592,840.93	CP 17192 DESIGNATION Existing Condition	\$ 4,275.60
		FROM TO				\$ 0.00
		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	NET DOLLAR CHANGE
								\$ 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

DESCRIBE
BCC APPROVAL

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
\$ 300,000.00	\$ 288,565.33	\$ 4,275.60	\$ 592,840.93

CONTRACT AMOUNT

AWARD AMOUNT	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	CONTRACT TOTAL AFTER THIS C/O
\$ 540,619.00		\$ 4,275.60	\$ 592,840.93

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

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

FRAMING ADJUSTMENTS REQUIRED BY THE BUILDING DEPARTMENT

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: 7/26/17

DEPARTMENT APPROVAL SIGNATURE

DATE: 7/28/17

OFFICIAL PURCHASING AND CONTRACTS USE ONLY

PURCHASING AND CONTRACT APPROVAL:

DATE: _____

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: ☐ YES ☐ NO

CHANGE AWARD AMOUNT TO: _____