





Interoffice Memorandum

CAPITAL PROJECTS ITEM 1

**DATE:** October 11, 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. 3, Contract No. Y14-805 with SGM Engineering Inc in the amount of \$52,333.43, for the Orange County Courthouse Complex Mechanical and Fire Protection Upgrades. The revised lump sum contract amount is \$701,378.16.

**PROJECT:** ORANGE COUNTY COURTHOUSE MECHANICAL AND FIRE PROTECTION UPRADES

DISTRICT 5

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

**BUDGET:** Accounting Line No.: 1023-043-1755

**JUSTIFICATION/DISCUSSION:**

This change order is necessary to provide an environment in the Mechanical Rooms to extend the operational life of the equipment and reduce maintenance costs to better serve the operational needs of this facility.

**PREVIOUS ACTIONS TO THIS CONTRACT:**

The Contract award was approved on September 9, 2014.

<b>Original Contract dated February 24, 2015</b>	<b>Lump sum amount - \$</b>	<b>599,632.94</b>
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<b>Change Order No. 1 dated April 22, 2016</b>	<b>Lump sum amount - \$</b>	<b>38,645.78</b>
Additional services to correct the humidity issues within the basement tunnel system		

<b>Change Order No. 2 dated September 19, 2017</b>	<b>Lump sum amount - \$</b>	<b>10,766.01</b>
Additional services to replace 21 air handling units		

<b>Proposed Change Order No. 3</b>	<b>Lump sum amount - \$</b>	<b>52,333.43</b>
Additional services necessary to provide an environment in the Mechanical Rooms to extend the operational life of the equipment and reduce maintenance costs to better serve the operational needs of this facility.		

<b>Proposed Final Contract Amount</b>	<b>\$</b>	<b>701,378.16</b>
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CC: *Administrative Services Department*  
*Procurement Division*  
*Capital Projects Division*

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

BCC Mtg. Date: November 14, 2017

<b>DATE</b>	<b>DEPARTMENT/DIVISION</b>	<b>CONTACT NAME</b>			<b>CONTACT PHONE</b>
10/23/2017	Administration/Capital Projects	Sam Shine			407.836.0037

<b>CHANGE ORDER NO.</b>	<b>VENDOR</b>	<b>DOCUMENT NO.</b>	<b>DOOC</b>	<b>POOC</b>	<b>CONTRACT NUMBER</b>	<b>ORIGINAL DOCUMENT APPROVAL BUYER/PA/CA NAME</b>
3	23257/SGM Engineering Inc	C14805		✓	Y14-805	Elia Zayas

**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 649044.73	\$ 649,044.73	\$ 701,378.16	professional services	\$ 52,333.43
	TO 701378.06				
	FROM				\$ 0.00
	TO				
	FROM				\$ 0.00
	TO				

**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**

Contract Time unchanged

**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	
\$ 425,000.00	\$ 224,044.73	\$ 52,333.43	\$ 701,378.16

**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	
\$ 599,632.94	\$ 49,411.79	\$ 52,333.43	\$ 701,378.16

☐ CANCEL ENTIRE PO/DO

☐ DO NOT MAIL VENDOR COPY

**JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)**

To complete the project and extend the life of the equipment.

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:

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: