



Interoffice Memorandum

CAPITAL PROJECTS ITEM 2

DATE: August 27, 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. 4, Contract No. Y18-718, with S A Casey Construction Inc in the Amount of \$39,328.94 for the Administration Center Building Safety Division Office Renovation Project, for a revised lump sum contract amount of \$487,269.61.

PROJECT: ADMINISTRATION CENTER BUILDING SAFETY DIVISION
OFFICE RENOVATION

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

BUDGET: Accounting Line No.: 1011-068-2613-6210

JUSTIFICATION/DISCUSSION:

This change order is required for repairs to the unforeseen sub floor conditions discovered once the floor tile was removed and the related work had occurred.

PREVIOUS ACTIONS TO THIS CONTRACT:

The Contract award was approved on March 2, 2018.

Original Contract dated March 2, 2018	Lump sum amount - \$	403,923.34
Change Order No. 1 dated May 1, 2018 Reimbursement of building permit fees.	Lump sum amount - \$	4,902.56
Change Order No. 2 dated May 1, 2018 Reimbursement of electrical permit fees.	Lump sum amount - \$	4,825.19
Change Order No. 3 dated June 25, 2018 Additional services for electrical, plumbing, fire alarm, sprinkler, HVAC and flooring. Additional services for concrete, electrical and plumbing.	Lump sum amount - \$	34,289.58
Proposed Change Order No. 4 Additional services for repairing the sub floor and the additional work.	Lump sum amount - \$	39,328.94
Proposed Final Contract Amount	\$	487,269.61

*Approvals Administrative Services Department
 Procurement Division
 Capital Projects Division
 Building Safety Division*

BCC Mtg. Date: September 11, 2018



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

REQUEST DATE	BUDGET FY	GRANT FUNDING
8/21/2018	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	Jack Davis	6-0033	Jack.Davis@ocfl.net

VENDOR	CHANGE ORDER NO.	DOCUMENT NO. (ATTACH A COPY)	TYPE	CONTRACT NUMBER	BUYER/PA/CA NAME
S A CASEY CONSTRUCTION INC	4	C18718	POOC	Y18-718	Patricia Rigby

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
2	Increase Quantity	307705.11	347034.05	\$307,705.11	\$347,034.05	Owner Requested, Unforeseen Conditions, Design & Permitting Changes	\$39,328.94
	Select Action						\$0.00
	Select Action						\$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

BCC Change Order.
Date: September 11, 2018

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
\$403,923.34	\$44,017.33	\$39,328.94	\$487,269.61

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	NET DOLLARS FOR THIS C/O <input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	CONTRACT TOTAL AFTER THIS C/O

☐ CANCEL ENTIRE PO/DO

☐ DO NOT MAIL VENDOR COPY

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

Additional work to floor and electrical are required to accomodate changes to design and maintain code compliance.

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

R. [Signature] - Director of Operations

DATE: 8/27/18

DATE: 8/27/18

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT APPROVAL:

DATE:

ADD THE FOLLOWING TEXT TO PO/DO:

TRACK CHANGES: ☐ YES ☐ NO

CHANGE AWARD AMOUNT TO: