

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 9100744 (Staff recommends approval).

REQUESTED ACTION: Approve change to increase total by \$1,012,370.00

Work Session (Report Only)

DATE OF MEETING: 2/12/2013

Regular Meeting

Special Meeting

CONTRACT: N/A

Vendor/Entity: _____

Effective Date: _____

Termination Date: _____

Managing Division / Dept: _____

Financial Services

BUDGET IMPACT: \$1,012,370.00

Annual

FUNDING SOURCE:

Capital Outlay Reserve & Series 2006
Construction Funds

Capital

EXPENDITURE ACCOUNT:

Jail Renovations & Buildings-Historic
Courthouse

N/A

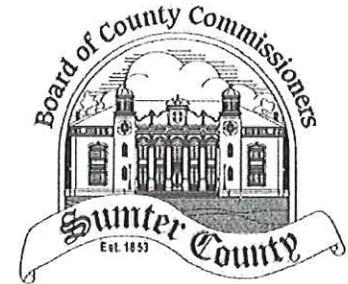
HISTORY/FACTS/ISSUES:

Purchase Order #9100744 (Emmett Sapp Builders, Inc.) increase request by \$1,012,370.00 to encumber funds related to this project that were not available at the time the Purchase Order was created for FY 2012-2013.

Exhibit A

CHANGE ORDER REQUEST FORM

Attach copy of original approved PO (unless Contract/Paperless PO)



PO Number 9100744
 Vendor Emmett Sapp Builders

Cancel Entire Purchase Order

Current PO Amount (including any previously approved Change Orders) \$3,336,861.36
 Requested Change Order Amount \$1,012,370.00
 New PO Total \$4,349,231.36

PLEASE CHANGE THE FOLLOWING ITEMS						
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code
1			\$471,034.37	\$676,562.37		307-290-523-6508
2			\$4,314,295.42	\$5,121,137.42		305-100-519-6240

PLEASE ADD THE FOLLOWING ITEMS						
Item	Account	Description	Quantity	Unit Price	Amount	

Reason/Justification/Special Instructions:
 The Board approved contract award to Emmett Sapp Builders on 2/28/2012 for the Historic Courthouse/1988 Jail Renovation. This change order is a request to increase the purchase order encumbrance of funds related to this project, without exceeding the approved contract amount. This will increase account 307 by \$205,528 and increase account 305 by \$806,842..

Signature/Approvals Department Head <u>2-4-13</u> Date	 Division Director FEB 05 2013 Date	 Financial Services Manager <u>2-6-2013</u> Date	 County Administrator <u>2-6-13</u> Date
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SUMTER BOARD OF COMMISSIONERS

7375 POWELL RD STE 206
WILDWOOD FL 34785-4203

PURCHASE ORDER: 9100744

Page: 1 of 1

***** VENDOR *****

EMMETT SAPP BUILDERS, INC.

***** DELIVER TO *****

**SUMTER BOARD OF COMMISSIONERS
7375 POWELL RD STE 206
WILDWOOD FL 34785-4203**

Ordered	Due	Ship Via	FOB	Terms	Customer No	By
11/15/12	11/15/12			NET		MELLIOTT

Requisition No	Vendor No	Vendor Phone	Vendor Fax
000712	5878		

No	Quantity	U/M	Description	Unit Price	Extended	G/L Account
1	1.00		Contract for renovations to 1988 Jail per RFP020-0-2011/AT	471,034.37	471,034.37	307-290-523-6508
2	1.00		Contractor for renovations to Historic Courthouse	3,886,363.00	3,886,363.00	305-100-519-6240
				** TOTAL **	4,357,397.37	

VENDOR INSTRUCTIONS:

SPECIAL INSTRUCTIONS:

1. MAIL INVOICES TO: SUMTER CO BOARD OF COMMISSION

P O BOX 247
BUSHNELL FL 33513

2. INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.

3. PURCHASES MAY NOT EXCEED THE TOTAL AMOUNT OF THIS ORDER WITHOUT PRIOR APPROVAL BY THE PURCHASING DEPT.

. ACCEPTANCE OF THIS ORDER INCLUDES ACCEPTANCE OF ALL TERMS, PRICES, DELIVERY INSTRUCTIONS, SPECIFICATIONS AND CONDITIONS.

5. STATE TAX EXEMPT#: EIN: 59-6000865

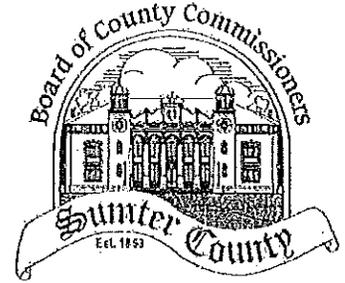
6. IF YOU HAVE QUESTIONS, PLEASE CALL

AUTHORIZED BY

Exhibit A

CHANGE ORDER REQUEST FORM

Attach copy of original approved PO (unless Contract/Paperless PO)



JAN 30 '13 PM 1:41

PO Number

9100744

Cancel Entire Purchase Order

Vendor

Emmett Sapp
Builders

Current PO Amount (including any previously approved Change Orders)

\$2,908,928.94

Requested Change Order Amount

\$427,932.42

New PO Total

\$3,336,861.36

COPY

PLEASE CHANGE THE FOLLOWING ITEMS

Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

PLEASE ADD THE FOLLOWING ITEMS

Item	Account	Description	Quantity	Unit Price	Amount

Reason/Justification/Special Instructions:

The Board approved contract change order #2 on January 8, 2013, adding \$427,932.42 to account #305-100-519-6240 for HVAC Corrective Action. Art Bisner confirmed that the increase could be added to the 305 fund.

Signature/Approvals

Department Head

Date

1-23-13

Division Director

Date

JAN 24 2013

Financial Services Manager

Date

1-25-2013

County Administrator

Date

1-28-13