

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 53485 (Staff recommends approval).

REQUESTED ACTION: Approve change to increase total by \$30,000.00.

Work Session (Report Only) **DATE OF MEETING:** 4/26/11
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services

BUDGET IMPACT: \$30,000.00
 Annual **FUNDING SOURCE:** DEP FORCE Grant Expenditures
 Capital **EXPENDITURE ACCOUNT:** 001-171-534-3100
 N/A

HISTORY/FACTS/ISSUES:

Purchase Order #53485 (Kessler Consulting) increase request by \$30,000.00 for professional services.

Exhibit A

CHANGE ORDER REQUEST FORM



PO Number 53485
 Vendor Kessler Consulting
 PO Amount \$100,000.00
 Net Change Amount (-/+) +\$30,000.00

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
	001-171-534-3100	Professional Services	1	\$30,000.00	\$30,000.00

Cancel Entire Purchase Order _____

Original Requestor's Signature _____

Cancel Item Numbers _____

Reason/Justification/Special Instructions:
 Change Order to increase the Purchase Order to pay for professional services provided by Kessler Consulting on the FORCE grant.

Signature/Approvals _____
 Department Head
 Date 4/5/11

Signature/Approvals _____
 Division Director
 Date 04-05-2011

Signature/Approvals _____
 Financial Services Dept.
 Date 4/8/11

Signature/Approvals _____
 County Administrator
 Date 4-10-11

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

Kessler Consulting Services
14620 N Nebraska Ave
Tampa, FL 33613

DATE 12/30/10

DEPT. Solid Waste

BY [Signature]

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	71-531-3100	1	Open purchase order for consulting and technical services for the FORCE grant from October 2010 through September 2011	\$100,000.00	\$100,000.00
TERMS:				TOTAL	\$100,000.00

Handwritten notes in description column:
The goods...
of value...

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: [Signature]

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:
BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ OFFICER OR DEPT. HEAD DATE: _____

- MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.