

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 53601 (Staff recommends approval).

REQUESTED ACTION: Approve change to increase total by \$21,609.00

Work Session (Report Only) **DATE OF MEETING:** 7/12/11

Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____

Effective Date: _____ Termination Date: _____

Managing Division / Dept: Financial Services

BUDGET IMPACT: \$21,609.00

Annual **FUNDING SOURCE:** SC Road Construction District Impact

Capital **EXPENDITURE ACCOUNT:** 153-344-541-6536

N/A

HISTORY/FACTS/ISSUES:

Purchase Order #53601 (Volkert & Associates) increase request by \$21,609.00 for C-468 PD&E – US 301 to Florida’s Turnpike Professional Engineering Services.

Exhibit A

CHANGE ORDER REQUEST FORM



PO Number	<u>53601</u>
Vendor	<u>Volkert & Associates</u>
PO Amount	<u>178,391.00</u>
Net Change Amount (-/+)	<u>+ 21,609.00</u>

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
	153-344-541-6536	C-468 PD&E	1	21,609.00	21,609.00

Cancel Entire Purchase Order

Original Requestor's Signature

Cancel Item Numbers _____

Reason/Justification/Special Instructions: Volkert, under Work Order #20, dated April 7, 2010, has determined this project will require the entire projected amount of \$200,000.00. The budget amendment request represents the remaining balance of proposed fee.

Signature/Approvals <u><i>Dennis Warnerck</i></u> Department Head Date <u>6-29-11</u>	<u><i>[Signature]</i></u> Division Director Date <u>06-29-2011</u>	<u><i>[Signature]</i></u> Financial Services Dept. Date <u>06/30/11</u>	<u><i>[Signature]</i></u> Asst. County Administrator Date <u>6/30/11</u>
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PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53601

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

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Volkert & Associates, Inc.
3409 West Lemon Street
Tampa, FL 33609-1433

DATE _____

4/9/10

DEPT. _____

Road and Bridge

BY _____

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	103-340-541-6536 153-344-541-6536		C-468 PD&E - US 301 to Florida's Turnpike Professional Engineering Services (Proposal is for \$200,000 \$50,000 is the amount estimated to be expended in FY 09/10) On 3/25/08 the BOCC approved and executed a Continuing Engineering Service Contract with Volkert, Inc.	\$50,000.00	\$50,000.00
TERMS:				TOTAL	

BOARD OF SUMTER COUNTY COMMISSIONERS

\$50,000.00

DELIVER TO: _____

AUTHORIZED BY: _____

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

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.

DISTRIBUTION:

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

BY: _____ DATE: _____

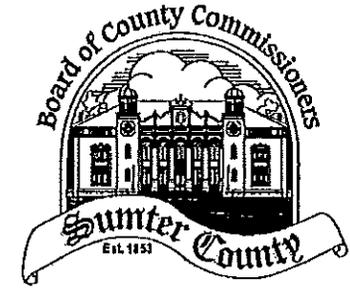
OFFICER OR DEPT. HEAD

1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. 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.

Exhibit A

CHANGE ORDER REQUEST FORM

COPY



PO Number	53601
Vendor	Volkert & Associates
PO Amount	\$50,000.00 (balance of PO is \$21,609.00)
Net Change Amount (-/+)	+ \$128,391.00

PLEASE CHANGE THE FOLLOWING ITEMS						
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code
			21,609.00		103-340-541-6536	153-344-541-6536

PLEASE ADD THE FOLLOWING ITEMS					
Item	Account	Description	Quantity	Unit Price	Amount
	153-344-541-6536	C-468 PD&E	1	128,391.00	128,391.00

Cancel Entire Purchase Order

Original Requestor's Signature

Cancel Item Numbers _____

Reason/Justification/Special Instructions:
 Per BOCC action on 1/11/11, the budgeted amount of \$150,000.00 was moved from CCT to Impact Fees.
 We are requesting a transfer of the balance of PO 53601, in the amount of \$21,609.00, from CCT to Impact Fees, and an increase to PO 53601 in the amount of \$128,391.00.

Signature/Approvals

 Department Head
 1-12-11

 Date

 Division Director
 01-13-201

 Date

 Financial Services Dept.
 1/13/11

 Date

 County Administrator
 1/13/11

 Date