



# Exhibit A

## CHANGE ORDER REQUEST FORM

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



PO Number	54678	
Vendor	The Villages	(FY 10/11)
Original PO Amount	102,841.00	
Current PO Amount (including any Change Orders)	103,914.00	
Net Change Amount	2,151.00	(1A)

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
1	103-340-541-6556	CR 139	1	2,151.00	2,151.00

Cancel Entire Purchase Order

\_\_\_\_\_  
Original Requestor's Signature

Cancel Item Numbers \_\_\_\_\_

**Reason/Justification/Special Instructions:**  
 Original PO was, for landscape maintenance, in the amount of \$102,841.00 (CR 139 - \$49,534.00; C-466A Ph II - \$53,307.00). Change Order dated June 1, 2011, added \$1,073.00 to the C-466A Ph II portion of PO for 2" temporary meter and current CO request adds \$2,251.00 to the CR 139 portion to cover North Sumter Utilities water bills.  
 Budget Amendment to cover Change Order to Purchase Order is on BOCC agenda for October 25, 2011

Signature/Approvals  
Denese Warnock  
 Department Head  
 10-18-11  
 Date

Scott A. Collier  
 Division Director  
 18 Oct 11  
 Date

[Signature]  
 Financial Services Dept.  
 10-18-11  
 Date

[Signature]  
 County Administrator  
 10-18-11  
 Date

Received 10-18-11 @ 9:23 am

**PURCHASE ORDER**

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

**BOARD OF SUMTER COUNTY COMMISSIONERS**

54678

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

**BUSHNELL, FLORIDA 33513-9402**

**TO**

The Villages  
340 Heald Way, Suite 212  
The Villages, FL 32163

DATE 4/18/11  
DEPT. Road and Bridge  
BY [Signature]

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
103-340-541-8558	✓	1	CR 139 Florida Friendly Landscape Maintenance	\$49,534.00	\$49,534.00
103-340-541-8520	⊗	1	C-466A Phase II Florida Friendly Landscape Maintenance	\$53,307.00	\$53,307.00
<p>The below signature, certifying the above goods were received, only pertains to work completed on invoice # _____ attached</p>					
<b>TERMS:</b>				<b>TOTAL</b>	<b>\$102,841.00</b>

**BOARD OF SUMTER COUNTY COMMISSIONERS**

DELIVER TO: \_\_\_\_\_

AUTHORIZED BY: [Signature]

**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.

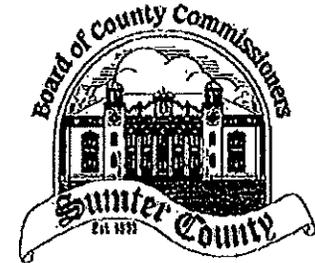
**DISTRIBUTION:**

- 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 85-801262366C-3.

# Exhibit A

## CHANGE ORDER REQUEST FORM



PO Number	<u>54678</u>
Vendor	<u>The Villages</u>
PO Amount	<u>53,307.00</u>
Net Change Amount (-/+)	<u>+1,073.00</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
1	103-340-541-6520	C-466A Phase II	1	1073.00	1073.00

Cancel Entire Purchase Order

\_\_\_\_\_  
Original Requestor's Signature

Cancel Item Numbers \_\_\_\_\_

**Reason/Justification/Special Instructions:**  
 The requested amount will cover unanticipated cost for installation of 2" temporary meter which will be used in maintenance of Fla Friendly Landscape.  
*A-64 will cover the increase of funds for the above PO.*

Signature/Approvals  
*Dennis Warrock*  
 Department Head  
5-26-11  
 Date

*Scott Cottrell*  
 Division Director  
26 May 2011  
 Date

*Karen Parker*  
 Financial Services Dept.  
6/1/11  
 Date

*[Signature]*  
 County Administrator  
4/1/11  
 Date

010

ACCOUNT

Acct No: 103-340-541-6556      CONST IN PROG CR 139  
 Fiscal Yr: 2011      Acct Type: X      Normal Bal: DB

MONTHLY INFORMATION

MONTH	ACTUALS	ENCUMBRANCE	BUDGET	BGT ADJ	STATS
OCT	.00	.00	0	.00	.00
NOV	.00	.00	0	.00	.00
DEC	.00	.00	0	.00	.00
JAN	.00	.00	0	.00	.00
FEB	.00	.00	0	24,767.00	.00
MAR	24,766.68	.00	0	49,534.00	.00
APR	.00	.00	0	.00	.00
MAY	12,383.34	37,150.66	0	.00	.00
JUN	6,991.24	6,991.24-	0	.00	.00
JUL	12,671.77	12,671.77-	0	.00	.00
AUG	6,768.03	6,768.03-	0	.00	.00
SEP	6,584.64	6,584.64-	0	.00	.00

TOTALS

CURRENT MO: 9	YEAR-TO-DATE	FISCAL YEAR
RE-ENC AMOUNT:		
BUDGET AMOUNT:	.00	.00
BUDGET ADJUST:	74,301.00	74,301.00
REVISED BUDGET:	74,301.00	74,301.00
TOTAL EXPENSES:	70,165.70	70,165.70
OUTSTAND ENCUMB:	4,134.98	4,134.98
PRE-ENCUMBRANCE:		
AVAIL BUDGET:	.32	.32
STATISTICS:	.00	.00

PO#: 54678 Req No:  
Vendor: THE VILLAGES OF LAKE-SUMTER

SENT TO: 7328 1 THE VILLAGES OF LAKE-SUMTER 4450 NE 83RD ROAD WILDWOOD, FL 34785

SHIP TO:C Sumter County Courthouse 209 N. Florida St. Room 217 Bushnell, FL 33513

Order Dt: 05/13/11      FOB Point:      Terms: NET      Hist Desc:  
Due Dt: 05/13/11      Ship Via:      Batch#: 43692  
Status: Open      Re-Encum: no      Type: N

Message:

Line Description	Qty	Price	UOM	Extended	Qty Rcv	Qty Pd	Amt Exp	Open Amt
G/L Acct#	Req#	Job#						
1. CR 139 FL FRIENDLY LANDSCAPE	1.00	49,534.0000		49,534.00	.00	.00	45,399.02	4,134.98
103-340-541-6556								
2. C-466 PH II LANDSCAPE MAINT	1.00	54,380.0000		54,380.00	.00	.00	47,716.38	6,663.62
103-340-541-6520								
*** TOTALS ***				103,914.00			93,115.40	10,798.60

## Warnock, Denise

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**From:** Warnock, Denise  
**Sent:** Tuesday, October 18, 2011 8:16 AM  
**To:** Bisner, Art  
**Subject:** Budget Amendment 103-6556  
**Importance:** High

FY 2010/2011 Budget Amendment Request for October 25<sup>th</sup> BOCC Meeting:

Project: Landscape Maintenance – CR 139 and C-466A PH II

Budget Amendment Amount: \$2,151.00

From: 103-340-541-6500

To: 103-340-541-6556

Justification: To cover North Sumter Utilities water bills on the CR 139 portion of PO. CO request form will be submitted to increase PO 54678 by requested amount.

*New contact information listed below...*

*Denise Warnock*

Sumter County Public Works  
319 E Anderson Avenue  
Bushnell, FL 33513

 [denise.warnock@sumtercountyfl.gov](mailto:denise.warnock@sumtercountyfl.gov)

 (352) 569-6700

 (352) 569-6701