

**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 \$51,531.57

Work Session (Report Only) **DATE OF MEETING:** 12/11/2012
 Regular Meeting Special Meeting

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

BUDGET IMPACT: \$51,531.57
 Annual **FUNDING SOURCE:** General Fund
 Capital **EXPENDITURE ACCOUNT:** Repair & Maintenance Judicial Building
 N/A

HISTORY/FACTS/ISSUES:

Purchase Order #9100744 (Emmett Sapp Builders, Inc.) increase request by \$51,531.57 to cover costs for the roof repairs that was approved by the Board on August 28, 2012. Budget Amendment A-20 will cover this request.

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) \$ 2,857,397.37
 Requested Change Order Amount +\$51,531.57
 New PO Total \$ 2,908,928.94

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
3	001-100-519-4630	Judicial Center Roof Repair	1	\$51,531.57	\$51,531.57

Reason/Justification/Special Instructions:
 The Board approved the addition of this fund to the Emmett Sapp Builders contract for the Historic Courthouse/1988 Jail Renovation project on August 28, 2012. A budget amendment has been requested to move these funds from the FY 2012 encumbrance to the FY 2013 purchase order. The work was not completed in FY 2012 as anticipated. *A-20 will cover this request. P*

Signature/Approvals _____ Department Head Date <u>12-3-12</u>	Signature/Approvals _____ Division Director Date <u>12.3.2012</u>	Signature/Approvals _____ Financial Services Manager Date <u>12-4-12</u>	Signature/Approvals _____ County Administrator Date <u>12-4-12</u>
--	--	---	---

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.
4. 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

DEPT COPY

AUTHORIZED BY

Fitzpatrick, Annette

To: Taylor, Amanda (Amanda.Taylor@sumtercountyfl.gov); Bisner, Art
Cc: scott.cottrell@sumtercountyfl.gov; chris.wert@sumtercountyfl.gov
Subject: Budget Amendment Request

Requesting budget amendment to move unused encumbered funds for 001-100-519-4630 2012 budget to 2013 budget. This will allow a change order to Emmett Sapp Builders FY13 PO# 9100744 adding this fund account so pay applications for the Judicial Center Roof repair can be processed for payment. A change order to PO#9100744 will be processed to go before the Board for approval on the December 11 agenda.

The Board approved these expenditures for these repairs against this account fund at the 8/28/2012 Board meeting.

Annette Fitzpatrick

Sumter County BOCC
Facilities Development
352-569-1530

annette.fitzpatrick@sumtercountyfl.gov

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Historic Courthouse Interior Renovation Owner Contingency #01 regarding repair to the Judicial Center Roof (For Information Only)

REQUESTED ACTION: Information Only

Work Session (Report Only) **DATE OF MEETING:** 8/28/2012
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: Emmett Sapp Builders
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Public Works Division/Facilities Development

BUDGET IMPACT: \$160,882.15
 Annual **FUNDING SOURCE:** Facilities Maintenance Budget
 Capital **EXPENDITURE ACCOUNT:** 001-100-519-4630
 N/A

HISTORY/FACTS/ISSUES:

The scope of this contingency request is to repair the Judicial Center Roof. The repair work includes exterior restorations of designated brick walls, parapet walls and tile roof assemblies. It addresses the rotted decking, the valley gutters, the bell tower leaks, the stucco on the parapet walls and the water sealants.

This work had to be done now, or just prior to the follow-on Judicial Center renovation project. By doing this now, it allowed relocation of the Clerk of the Circuit Court to the Judicial Center prior to commencement of the Historic Courthouse Interior Renovation, which facilitates completion of the interior of the Courthouse. This is an owner request and will have no financial impact to the Courthouse Renovations project. The cost will be funded through the Maintenance Budget, as this is classified as maintenance, with work accomplished by our courthouse contractor, Emmett Sapp Builders. Work started in April and will be completed by mid-September.