

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Change Order Request to Purchase Order No. 9000301 (Staff recommends approval).  
**REQUESTED ACTION:** Approve change to increase total by \$566,819.00

Work Session (Report Only)    **DATE OF MEETING:** 2/14/2012  
 Regular Meeting                       Special Meeting

**CONTRACT:**  N/A    Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_    Termination Date: \_\_\_\_\_  
Managing Division / Dept: Financial Services

**BUDGET IMPACT:** \$566,819.00  
 Annual                      **FUNDING SOURCE:** SC Road Construction District Impact  
 Capital                      **EXPENDITURE ACCOUNT:** Construction In Project – US 301  
 N/A

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**HISTORY/FACTS/ISSUES:**

Purchase Order #9000301 (The Villages of Lake-Sumter) increase request by \$566,819.00 to cover the final invoices on the US 301 project.

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# Exhibit A

## CHANGE ORDER REQUEST FORM

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



PO Number 9000301  
 Vendor The Villages of Lake/Sumter  
 Original PO Amount 1,777,833.00  
 Current PO Amount (including any Change Orders) 1,777,833.00  
 Net Change Amount (-/+)566,819.00

**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
1	153-344-541-6541	CIP US 301	566,819.00	1	566,819.00

Cancel Entire Purchase Order

Contract Purchase Order Request

Original Requestor's Signature

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

**Reason/Justification/Special Instructions:**

Increase contract purchase order amount to cover final invoices on US 301 project

Signature/Approvals

Dennis Warnock

Department Head

1-30-12

Date

[Signature]

Division Director

1-30-12

Date

[Signature]

Financial Services Dept.

1-31-12

Date

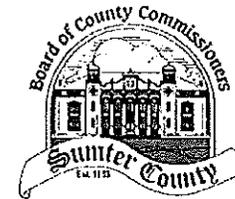
[Signature]

County Administrator

1-31-12

Date

## Exhibit G BUDGET TRANSFER FORM



Fiscal Year: 2011/2012

Transfer Number: T-63

Fund Name: SC Road Const Dist Impact Fee

Department: New District Road Impacts

	Account Number	Account Description	Amended Budget	Available Budget	Transfer Amount	Remaining Budget
FROM	153-344-541-6500	Construction in Progress	\$ 3,842,293.00	\$ 3,842,293.00	\$ 566,819.00	\$ 3,275,474.00
TO	153-344-541-6541	CIP US 301	\$ 1,777,833.00	\$ -	\$ 566,819.00	\$ 566,819.00
FROM						\$ -
TO						\$ -
FROM						\$ -
TO						\$ -
FROM						\$ -
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FROM						\$ -
TO						\$ -
FROM						\$ -
TO						\$ -

**Brief Justification for Budget Transfer**  
 Transfer of funds to cover final invoices on US 301 from N of CR 232 to NE 110th Rd Project.

**Routing For Approval**

<u>Debra Warwick</u>	Department Head	<u>1-18-12</u>	Date
<u>Scott Cotton</u>	Division Head	<u>1-18-12</u>	Date
<u>AS</u>	Financial Services Department	<u>1/19/12</u>	Date
<u>[Signature]</u>	County Administrator	<u>1-20-12</u>	Date

Sumter County Public Works Division  
Request for Contract Purchase Order

To: Karen Parker  
From: Denise Warnock  
Date: Nov. 16, 2011



Vendor Name	Contract Number	Contract or Agenda Date	Account Number	Encumbrance Amount	Vendor Number	Mailing Address	PO
The Villages of Lake/Sumter		2/10/2009	153-344-541-6541	1,777,833.00	7328	4450 NE 83rd Road Wildwood, FL 34785	9000301

Description: To encumber balance of expenditures on US 301