

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Change Order Request to Purchase Order No. 52607 (Staff recommends approval).  
**REQUESTED ACTION:** Approve change to increase total by \$10,120.00

Work Session (Report Only)    **DATE OF MEETING:** 10/12/10  
 Regular Meeting                       Special Meeting

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

**BUDGET IMPACT:** \$10,120.00  
 Annual                      **FUNDING SOURCE:** General Fund – Other Governmental Services  
 Capital                      **EXPENDITURE ACCOUNT:** 001-412-552-3448  
 N/A

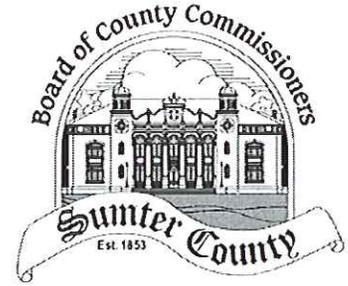
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**HISTORY/FACTS/ISSUES:**  
Purchase Order #52607 (E-5 Solutions, Inc.) increase request by \$10,120.00 to pay E5 Solutions, Inc, invoices for Milestone #11 and October 2010 payment (which is service in the 09/10 fiscal year).

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# Exhibit A

## CHANGE ORDER REQUEST FORM



PO Number	52607
Vendor	E-5 Solutions
PO Amount	\$329,880.00
Net Change Amount (-/+)	+ \$10,120.00

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

Cancel Entire Purchase Order

\_\_\_\_\_

Original Requestor's Signature

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

**Reason/Justification/Special Instructions:**  
 Reallocation of funds to pay E5 Solutions, Inc. invoices for Milestone #11 and October 2010 payment (which is service in the 09/10 fiscal year).

Signature/Approvals

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Division Director

*Karen Parker*  
 \_\_\_\_\_  
 Budget & Purchasing Dept.

*[Signature]*  
 \_\_\_\_\_  
 County Administrator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

*10-5-10*  
 \_\_\_\_\_  
 Date

*10-6-10*  
 \_\_\_\_\_  
 Date

**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**

52607

**TO**

E5 Solutions, Inc.  
PO Box 4141  
1576 Bella Cruz Drive  
The Villages, FL 32159

DATE November 17, 2009

DEPT. \_\_\_\_\_

BY Other Governmental Services

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
8	001-412-552-3448	10 12	Facilitating and supporting the needs of industrial leads/prospects in the amount of \$10,000 payable at the beginning of each month starting November 14th and the 1st week of the following months as stated on Page 2 of the attached Contract.	10,000.00	120,000.00
		1	Milestones as noted in Contract - amounts vary per milestone	229,880.00	229,880.00
			Ther term of the Agreement is for (12) twelve months and the amount of compensation to Consultant for this Agreement is \$349,880.00  Open PO		
			<b>TERMS:</b>		
					329,880.00
					TOTAL 349,880.00

**BOARD OF SUMTER COUNTY COMMISSIONERS**

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

AUTHORIZED BY: \_\_\_\_\_

**NO ONLY ORIGINAL INVOICES  
W 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.