

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 53432 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$4,256.00

Work Session (Report Only) **DATE OF MEETING:** 10/26/10
 Regular Meeting Special Meeting

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

BUDGET IMPACT: \$4,256.00
 Annual **FUNDING SOURCE:** County Transportation Trust Fund (CTT)
 Capital **EXPENDITURE ACCOUNT:** 103-340-541-6565
 N/A

HISTORY/FACTS/ISSUES:
Purchase Order #53432 (Kimley-Horn and Associates, Inc.) increase request by \$4,256.00 for inspection services for the Buena Vista Boulevard @ C-466 project.

Original PO amount - \$30,000.00
Change Order # 1 - \$3,500.00 approved at the 3/3/10 BOCC meeting

Exhibit A

CHANGE ORDER REQUEST FORM



PO Number 53432
 Vendor Kimley-Horn and Assoc.
 PO Amount 33,500.
 Net Change Amount (-/+)4,256.00

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	103-340-541-6565	Buena Vista Blvd. @ C-466	1	4256.00	4256.00

Cancel Entire Purchase Order

Original Requestor's Signature

Cancel Item Numbers _____

Reason/Justification/Special Instructions:

The original PO did not account for all approved inspection services. The original PO was prepared for \$30,000, (a previous change order for \$3,500 was approved on 3/3/10) Kimley-Horn was approved to do up to \$46,375 worth of work with inspection, which was performed in the months of August and September.

For FY 09/10

Budget Amendment A-6 will cover this Change Order.

Signature/Approvals

Department Head _____

Division Director _____

Karen Parker

Financial Services Dept.

County Administrator _____

Date _____

Date _____

Date _____

10/20/10

Date _____

10-20-10

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53432

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

To

Kimley-Horn and Associates, Inc.
P.O. Box 932520
Atlanta, Ga 31193-2520

DATE: 2/2/10
DEPT.: Road and Bridge
BY: *[Signature]*

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
103	40-541-8565	1	Buena Vista Blvd @ C-486 WO # 11 Design, Permitting, and Construction Oversight On March 25, 2008 to BOCC approved and executed a Consulting Engineering Agreement with Kimley-Horn and Associates, Inc.	\$30,000.00	\$30,000.00
TERMS:				TOTAL	\$30,000.00

DELIVER TO: _____

BOARD OF SUMTER COUNTY COMMISSIONERS

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 85-8012622366C-3.