

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Contract Change Order 10 for Emmett Sapp Builders Inc for TVSCSC

REQUESTED ACTION: Approve

Work Session (Report Only) **DATE OF MEETING:** 4/26/2011
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: Emmett Sapp Builders
Effective Date: 12/8/2009 Termination Date: 12/31/2010
Managing Division / Dept: Facilities Development and Maintenance

BUDGET IMPACT: -\$1,031.87
 Annual **FUNDING SOURCE:** Capital Outlay Construction Fund
 Capital **EXPENDITURE ACCOUNT:** 307-010-511-6506
 N/A

HISTORY/FACTS/ISSUES:

This contract change reflects the following modifications to the scope of work, #173 adding identification name inserts to signage \$165.90, #174 provide and install "Take-a-Number" system \$2,052.07, #172 added sound system to video projectors in Library and multi-purpose conference room \$5,282.50, #171 supplied and installed electric panic controls to main entry doors \$1,467.66, #125 credit for changing electric contractor -\$10,000.00.

**SUMTER COUNTY BOCC
CHANGE ORDER FORM**

PROJECT: The Villages Sumter County Service Center	CHANGE ORDER NUMBER:	10
	DATE:	4/26/2011
	ARCHITECT'S PROJECT NO.:	921
TO CONTRACTOR:	CONTRACT DATE:	12/8/2009
	CONTRACT FOR:	\$5,389,945.00

The Contract is changed as follows:

This contract change reflects the following modifications to the scope of work, #173 adding identification name inserts to signage \$165.90, #174 provide and install "Take-a-Number" system \$2,052.07, #172 adding sound system to video projectors in Library and multi-purpose conference room \$5,282.50, #171 supply and install electric panic controls to main entry doors \$1,467.66, #125 credit for changing electric contractor -\$10,000.00.

Not valid until signed by the Owner, Architect.

The original (Contract Sum) (Guaranteed maximum Price) was	\$5,389,945.00
Net change by previously authorized Change orders	(\$464,514.18)
The (Contract Sum) (Guaranteed maximum Price) prior to this Change order was	\$4,925,430.82
The (Contract Sum) (Guaranteed maximum price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	(\$1,031.87)
The new (Contract Sum) (Guaranteed maximum Price) including this Change order will be	\$4,924,398.95

The Contract Time will be (increased) decreased) (unchanged) by 0 Days
 The date of Substantial Completion as of the date of this Change Order therefore is

KP Studio Architect P.A.
 ARCHITECT
 537 NE 8th Ave
 Address
 Ocala FL 34470

Emmett Sapp Builders, Inc
 CONTRACTOR
 4430 NE 83rd Rd
 Address
 Wildwood FL 34785

Sumter County BOCC
 OWNER
 7375 Powell Rd
 Address
 Wildwood FL 34785

BY
 Larry C. Krietemeyer-President

BY
 Emmett Sapp Jr.

BY
 Don Burgess - Chairman

DATE

DATE

DATE

Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

#9
OK
2/25

Change Request

To: Ed Plaster
KP Architect Studio
537 NE 8th Avenue
Ocala, FL 34470
Ph: (352)622-7163 Fax: (352)622-6556

Number: 173
Date: 2/25/11
Job: 09-39 Sumter County Service Center
Phone:

Description: Signage - Adding Identification (Name Inserts)

SUBMITTED 2/28

We are pleased to offer the following specifications and pricing to make the following changes:

The total amount to provide this work is \$165.90
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

If you have any questions, please contact me at (352)748-1949.

Submitted by: Shelton Crow
Emmett Sapp Builders, Inc.

Approved by: _____
Date: _____

Cc:

Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

Change Request 173 Price Breakdown
Continuation Sheet

Description: Signage - Adding Identification (Name Inserts)

Description	Labor	Material	Equipment	Subcontract	Other	Price
Signage - Adding Identification (Name Inserts)				\$158.00		\$158.00

					Subtotal:	\$158.00
				\$158.00	5.00%	\$7.90
					Total:	\$165.90



Environmental Graphics, Inc.
 11232 Challenger Ave.
 Odessa, FL 33556
 (727) 376-5596 Fax (727) 376-5622
 sales@egisigns.com

QUOTATION

Quote Number:

6824

Quote Date:

Feb 23, 2011

Quoted to:

Emmett Sapp Builders, Inc.
 4430 NorthEast 83rd Road
 Wildwood, FL 34785

Emmett Sapp Builders, Inc.
 4430 NorthEast 83rd Road
 Wildwod, FL 34785

Page:

1

Phone: 352-748-1949

Fax: 352-748-1065

Customer ID	Payment Terms	Sales Rep Name	Sales Rep Email Address
EMMETT	Net 30 Days	Shawn O. Warren	estimating@egisigns.com

Quantity	Item	Description	Unit Price	Extension
		PROJECT: Sumter County Service Center		
1.00	3001001	Sign Type A-ADA Room Name/Number Sign 8 x 6	26.00	26.00
		TEXT: FRIENDS OF THE LIBRARY		
26.00	8001001.	Sign Type C - Name Insert	4.50	117.00
1.00	6001001	Shipping & Handling	15.00	15.00

FREIGHT CHARGES WILL BE PRE-PAID AND ADDED TO THE FINAL INVOICE.

Please sign below and fax approval to: (727) 376-5622
Please reference this Quote number on your Purchase Order.

Subtotal	158.00
Sales Tax	
Total	158.00

Signature: _____

Date: _____

Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

SV
4/18

Change Request

Appel

To: DOUG CONWAY
Sumter County Board of Comm
910 N Main St Room 201
Bushnell, FL 33513
Ph: 352-793-0200 Fax: (352)793-0207

Number: 174
Date: 3/24/11
Job: 09-39 Sumter County Service Center
Phone:

Description: Provide/Install "Take-A-Number" system as per Village A/E Proposal

We are pleased to offer the following specifications and pricing to make the following changes:
Provide/Install "Take-A-Number" system as per Village A/E Proposal

The total amount to provide this work is \$2,052.07
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

If you have any questions, please contact me at (352)748-1949.

Submitted by: Shelton Crow
Emmett Sapp Builders, Inc.

Approved by: _____
Date: _____

Cc:

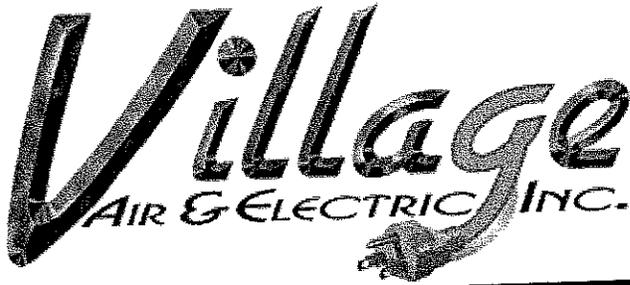
Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

Change Request 174 Price Breakdown Continuation Sheet

Description: Provide/Install "Take-A-Number" system as per Village A/E Proposal

Description	Labor	Material	Equipment	Subcontract	Other	Price
Provide/Install "Take-A-Number" system as per Village A/E Proposal				\$1,725.00		\$1,725.00
Project Management - 2 hrs @ 45	\$90.00					\$90.00
Supervision - 3 hrs @ 40	\$120.00					\$120.00
					Subtotal:	\$1,935.00
			Markup	\$1,935.00	5.00%	\$96.75
			Bond	\$2,031.75	1.00%	\$20.32
					Total:	\$2,052.07



EC0003039 • CAC014791

Phone: (352) 748-5744

Fax: (352) 748-0547

http://www.VillageAE.com

8279 N Hwy 301 • Wildwood, FL 34785

<i>Project Name & Description</i>
Take-A-Number System for Service Center

PROPOSAL

Proposal #: J11-087

Date: 3/24/2011

SCOPE OF WORK

Provide and install new wireless "Take-A-Number" system as listed herein:

- 2 – Display Screens
- 5 – Remotes
- 1 Ticket dispenser

EXCLUSIONS:

- Ticket Rolls sold separately.

MATERIAL: \$1,205.00

LABOR: \$520.00

TOTAL PRICE: \$1,725.00

Due to the instability of the commodity markets, if in the event that, during the performance of this proposal, the price of commodities suffer significant increases (5% or more) through no fault of our own, the price of this quotation shall be equitably adjusted by an amount reasonably necessary to cover any such significant price differences. Therefore, we ask that you contact our office to confirm current pricing prior to issuing the electrical sub-contract or notice to proceed. We expressly apologize for this inconvenience. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. In the event of breach of this agreement, the parties hereby agree that in the event of litigation, the opposing party shall be required to compensate prevailing party for all attorneys fees, interest, court costs, suit money, or other cost incurred instant thereto, including appeal.

Received By: _____

Date: _____

Emmett Sapp Builders Inc

4430 NE 83rd Road
Wildwood, FL 34785
Ph : 352-748-1949
Fax: 352-748-1065
www.emmettsappbuilders.com

Letter of Transmittal

To: DOUG CONWAY
Sumter County Board of Comm
910 N Main St Room 201
Bushnell, FL 33513
Ph: 352-793-0200 Fax: (352)793-0207

Transmittal #: 597
Date: 3/24/2011
Job: 09-39 Sumter County Service Center

Subject: Change Request - 174: Provide/Install "Take-A-Number" system as per Village A/E Proposal

- WE ARE SENDING YOU**
- Attached
 - Under separate cover via the following items:
 - Shop drawings
 - Prints
 - Plans
 - Samples
 - Copy of letter
 - Change order
 - Specifications
 - Change Request

Document Type	Copies	Date	No.	Description
Change Request	1	3/24/11	174	Provide/Install "Take-A-Number" system as per Village A/E Proposal

THESE ARE TRANSMITTED as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE
- Approved as submitted
- Approved as noted
- Returned for corrections
- Other
- PRINTS RETURNED AFTER LOAN TO US
- Resubmit ___ copies for approval
- Submit ___ copies for distribution
- Return ___ corrected prints

Remarks:

Copy To:

From: Shelton Crow (Emmett Sapp Builders, Inc.)

Signature: _____

Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

2/28

Change Request

*"Sander"
Brad's
conference*

To: Ed Plaster
KP Architect Studio
537 NE 8th Avenue
Ocala, FL 34470
Ph: (352)622-7163 Fax: (352)622-6556

Number: 172
Date: 2/23/11
Job: 09-39 Sumter County Service Center
Phone:

Description: Adding Sound System to Video Projectors in Library and Multi-Purpose Room

SUBMITTED 2/28

We are pleased to offer the following specifications and pricing to make the following changes:

The total amount to provide this work is \$5,282.50
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

If you have any questions, please contact me at (352)748-1949.

Submitted by: Shelton Crow
Emmett Sapp Builders, Inc.

Approved by: _____
Date: _____

Cc:

Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

Change Request 172 Price Breakdown
Continuation Sheet

Description: Adding Sound System to Video Projectors in Library and Multi-Purpose Room

Description	Labor	Material	Equipment	Subcontract	Other	Price
Adding Sound System to Video Projectors in Library and Multi-Purpose Room				\$4,905.95		\$4,905.95
Millwork				\$125.00		\$125.00
					Subtotal:	\$5,030.95
				\$5,030.95	5.00%	\$251.55
					Total:	\$5,282.50

Emmett Sapp Builders Inc

4430 NE 83rd Road
Wildwood, FL 34785
Ph : 352-748-1949
Fax: 352-748-1065
www.emmettsappbuilders.com

Letter of Transmittal

To: Ed Plaster
KP Architect Studio
537 NE 8th Avenue
Ocala, FL 34470
Ph: (352)622-7163 Fax: (352)622-6556

Transmittal #: 591
Date: 2/25/2011
Job: 09-39 Sumter County Service Center

Subject: Change Request - 172: Adding Sound System to Video Projectors in Library and Multi-Purpose Room

WE ARE SENDING YOU

<input type="checkbox"/> Attached	<input type="checkbox"/> Under separate cover via the following items:		
<input type="checkbox"/> Shop drawings	<input type="checkbox"/> Prints	<input type="checkbox"/> Plans	<input type="checkbox"/> Samples
<input type="checkbox"/> Copy of letter	<input type="checkbox"/> Change order	<input type="checkbox"/> Specifications	<input checked="" type="checkbox"/> Change Request

Document Type	Copies	Date	No.	Description
Change Request	1	2/23/11	172	Adding Sound System to Video Projectors in Library and Multi-Purpose Room
Attachment	1			Re: Change Request 172 - EMMETT SAPP BUILDERS 2-21-11 AUDIO 3 RMS.pdf

THESE ARE TRANSMITTED as checked below:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> Resubmit ___ copies for approval |
| <input type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Submit ___ copies for distribution |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Returned for corrections | <input type="checkbox"/> Return ___ corrected prints |
| <input type="checkbox"/> For review and comment | <input type="checkbox"/> Other | |
| <input type="checkbox"/> FOR BIDS DUE | <input type="checkbox"/> PRINTS RETURNED AFTER LOAN TO US | |

Remarks:

Copy To: Emmett Sapp (Emmett Sapp Builders, Inc.)

From: Shelton Crow (Emmett Sapp Builders, Inc.)

Signature: _____

Encore BROADCAST SOLUTIONS, INC.

2104 WEST KENNEDY BLVD. • TAMPA, FLORIDA 33606-1535 • USA

www.encorebroadcast.com
dkeefe@encorebroadcast.com

ProForma Invoice Your P.O. # _____ February 21, 2011

Company: EMMETT SAPP BUILDERS, INC.
 Attention: SHELTON CROW
 Address:
 City / St. / Zip:
 Phone: / Fax: 352-748-1949 / 352-483-6686C / scrow@emmettsappbuilders.com

We are pleased to offer the following products in accordance with the terms and conditions specified below.

Payment: ½ DOWN CHECK / BALANCE WITHIN 14 DAYS CHECK FOB: DESTINATION
 Delivery: 20 DAYS Offer Valid: 15 DAYS

A restocking fee of 20% will be assessed on all orders refused at dock or returned unused.

Quan	Model Number	Description	Unit Price	Extended
	1 ST FLOOR MULTI PURPOSE ROOM	AUDIO OPTION		
4	ARMSTRONG ULTIMA/OPTIMA	WHITE 9/16 TEGULAR 70 V SPEAKER & TILE	\$ 182.00	\$ 728.00
1	EXTRON MPA401	70 V PLENUM AMPLIFIER	\$ 265.00	\$ 265.00
1	EXTRON VCM100MAAP	VOLUME / MUTE SWITCH WITH CUSTOM PLATE, SINGLE GANG	\$ 110.00	\$ 110.00
	CHILDRENS ROOM Library			
2	ARMSTRONG ULTIMA/OPTIMA	WHITE 9/16 TEGULAR 70 V SPEAKER & TILE	\$ 182.00	\$ 364.00
1	EXTRON MPA401	70 V PLENUM AMPLIFIER	\$ 265.00	\$ 265.00
1	EXTRON VCM100MAAP	VOLUME / MUTE SWITCH WITH CUSTOM PLATE, SINGLE GANG	\$ 110.00	\$ 110.00
	TEEN LOUNGE Library			
2	JBL CONTROL25T	BLACK CONTROL 25 WITH 70 V TAP	\$ 142.00	\$ 284.00
1	ATLAS FAP62T	WHITE 6" 2 WAY WITH 70 V TAP	\$ 89.00	\$ 89.00
1	EXTRON MPA401	70 V PLENUM AMPLIFIER	\$ 265.00	\$ 265.00
1	EXTRON VCM100MAAP	VOLUME / MUTE SWITCH WITH CUSTOM PLATE, SINGLE GANG	\$ 110.00	\$ 110.00
1	MISC	SPEAKER WIRE, INPUT AUDIO WIRE, WIRETIES, MISC, ETC.	\$ 125.00	\$ 125.00
1	SHIPPING	UPS GROUND - DROP SHIP	\$ 70.00	\$ 70.00

Encore BROADCAST SOLUTIONS, INC.

2104 WEST KENNEDY BLVD. • TAMPA, FLORIDA 33606-1535 • USA

www.encorebroadcast.com
dkeefe@encorebroadcast.com

1	INSTALLATION	Of audio option to include: Mounting amplifier in ceiling plate for projector, wiring custom wall plate with mute switch and volume control, to be mounted by the projector input plate.	Childrens room, main multiuse room, teen lounge	\$ 1800.00
	. The Extron amp is plenum rated and can live in the ceiling with control on the wall plate.	Encore at time of Install will go over projector and audio basic instruction.		
			Sub Total	\$ 4585.00
			Tax	\$ 320.95
			TOTAL	\$ 4905.95

I have read and accept, by my signature, the terms of this ProForma invoice which govern the sale of products or services to me or, if a corporation, by me as a duly authorized representative of said corporation. When sent by facsimile, I agree that my signature shall be conclusive evidence of the Buyer's acceptance of these terms. Price quoted does not include applicable sales tax, shipping charges, installation, or training charges, unless otherwise specified.

ACCEPTED AND AGREED BY:

Print Name: _____ Date: _____

Signature: _____ Title: _____

Dennis M. Keefe _____ Encore Representative

Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

5/2/11

Change Request

To: Ed Plaster
KP Architect Studio
537 NE 8th Avenue
Ocala, FL 34470
Ph: (352)622-7163 Fax: (352)622-6556

Number: 171
Date: 2/7/11
Job: 09-39 Sumter County Service Center
Phone:

Description: Supply and install electric panic controls to main entry doors

We are pleased to offer the following specifications and pricing to make the following changes:

Supply and install electric panic controls to main entry doors

The total amount to provide this work is \$1,467.66
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

If you have any questions, please contact me at (352)748-1949.

Submitted by: Shelton Crow
Emmett Sapp Builders, Inc.

Approved by: _____
Date: _____

Cc:

Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

Change Request 171 Price Breakdown
Continuation Sheet

Description: Supply and install electric panic controls to main entry doors

Description	Labor	Material	Equipment	Subcontract	Other	Price
Supply and install electric panic controls to main entry doors				\$1,397.77		\$1,397.77

				Subtotal:		\$1,397.77
				\$1,397.77	5.00%	\$69.89
					Total:	\$1,467.66

SERVICE GLASS OF OCALA, INC.

3660 N.E. 42nd Lane
Ocala, Florida 34479

Invoice

Date	Invoice #
2/4/2011	1004

Bill To
Emmett Sapp Builders, Inc. 4430 N.E. 83rd Road Wildwood, Florida 34785 Project: Sumter County Service Center

Description	Amount
Furnish and install electric panic controls @ main entrance doors	651.50
10% Profit	65.15
Tax	42.99
Freight	13.12
Labor (two men 7 hrs. each)	625.01
Total	\$1,397.77

Shelton Crow

From: Service Glass <serviceglass@embarqmail.com>
Sent: Friday, February 04, 2011 4:45 PM
To: Shelton Crow
Subject: RE: Sumter County

The fire marshal said the doors had to unlock 24 hours a day. The locks that were specified were only active when the building was in normal operating hours. Bill instructed us to get what was needed to make this happen. Thanks, Ed

Edward (ED) Lutz

Estimator/Project Manager

Service Glass of Ocala, Inc.

3660 NE 42nd Lane Ocala, FL 34479

Office (352) 629-9080 Fax (352) 629-9081

serviceglass@embarqmail.com

From: Shelton Crow [mailto:scrow@emmettsappbuilders.com]
Sent: Friday, February 04, 2011 4:01 PM
To: Service Glass
Subject: RE: Sumter County

I also need an explanation as to why they were needed.

Thank you,
Shelton Crow
Emmett Sapp Builders, Inc.
352-748-1949 office
352-748-1065 fax
352-483-6686 cell

From: Service Glass [mailto:serviceglass@embarqmail.com]
Sent: Friday, February 04, 2011 3:48 PM
To: Shelton Crow
Subject: Sumter County

ExchangeDefender Message Security: [Check Authenticity](#)

Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

COPY

Change Request

To: DOUG CONWAY
Sumter County Board of Comm
910 N Main St Room 201
Bushnell, FL 33513
Ph: 352-793-0200 Fax: (352)793-0207

Number: 125
Date: 10/28/10
Job: 09-39 Sumter County Service Center
Phone:

Description: Credit for changing Electric Contractor

We are pleased to offer the following specifications and pricing to make the following changes:

Credit for changing Electric Contractor -

The total amount to provide this work is \$-10,000.00
(Please refer to attached sheet for details.)

The schedule is not affected by this change.

If you have any questions, please contact me at (352)748-1949.

ELECTRICAL CONTRACT	-	640,513
VILLAGE ELEC. CONTRACT	-	630,000
		<hr/>
DIFFERENCE	-	10,513

Submitted by: Shelton Crow
Emmett Sapp Builders, Inc.

Approved by: _____
Date: _____

Cc:

Emmett Sapp Builders, Inc.

4430 NE 83RD ROAD
WILDWOOD, FL 34785
(352) 748-1949

Change Request 125 Price Breakdown
Continuation Sheet

Description: Credit for changing Electric Contractor

Description	Labor	Material	Equipment	Subcontract	Other	Price
Credit for changing Electric Contractor				\$-10,000.00		\$-10,000.00
					Subtotal:	\$-10,000.00
				-\$10,000.00		\$0.00
					Total:	\$-10,000.00