

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 54678 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$1,073.00.

Work Session (Report Only) **DATE OF MEETING:** 6/14/11
 Regular Meeting Special Meeting

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

BUDGET IMPACT: \$1,073.00
 Annual **FUNDING SOURCE:** County Transportation Trust Fund
 Capital **EXPENDITURE ACCOUNT:** 103-340-541-6520
 N/A

HISTORY/FACTS/ISSUES:

Purchase Order #54678 (The Villages) increase request by \$1,073.00 to cover the unanticipated cost for the installation of a 2" temporary meter which will be used in maintenance of the Florida Friendly Landscape.

Exhibit A

CHANGE ORDER REQUEST FORM



PO Number 54678
 Vendor The Villages
 PO Amount 53,307.00
 Net Change Amount (-/+) +1,073.00

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	103-340-541-6520	C-466A Phase II	1	1073.00	1073.00

Cancel Entire Purchase Order

_____ Original Requestor's Signature

Cancel Item Numbers _____

Reason/Justification/Special Instructions:
 The requested amount will cover unanticipated cost for installation of 2" temporary meter which will be used in maintenance of Fla Friendly Landscape.
A-64 will cover the increase of funds for the above PO.

Signature/Approvals
Dennis Warkock
 Department Head
 5-26-11
 Date

Scott Cottrell
 Division Director
 26 May 2011
 Date

Karen Parker
 Financial Services Dept.
 6/1/11
 Date

[Signature]
 County Administrator
 6/1/11
 Date

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

54678

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

The Villages
340 Heald Way, Suite 212
The Villages, FL 32163

DATE 4/18/11
DEPT. Road and Bridge
BY [Signature]

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
103-3	10-541-6556	1	CR 139 Florida Friendly Landscape Maintenance	\$49,534.00	\$49,534.00
103-3	10-541-6520	1	C-466A Phase II Florida Friendly Landscape Maintenance	\$53,307.00	\$53,307.00
<p>The below signature, certifying the above goods were received, only pertains to work completed on invoice # _____ attached</p>				TOTAL	\$102,841.00

TERMS:

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

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: _____ OFFICER OR DEPT. HEAD
DATE: _____
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.

Kelley, Christie

From: Wamock, Denise
Sent: Friday, May 20, 2011 9:47 AM
To: Bisner, Art
Cc: Kelley, Christie
Subject: BA / CO on PO 54678 C-466A Ph II

Budget Amendment Request

From: 103-340-541-6500

To: 103-340-541-6520

Project Name: C-466A Ph II Landscape Maintenance

Amt: \$1,073.00

The requested amount will cover unanticipated cost for installation of 2" temporary meter which will be used in maintenance of Fla Friendly Landscape.

PO 54678 currently has sufficient funds to cover only the monthly maintenance charges through September 2011. Budget amendment for 6/14/11. CO to PO 54678, for approval at BOCC meeting on 6/14/11, will be forwarded in order to be presented at same meeting as the BA.

New contact information listed below...

Denise Warnock

Sumter County Public Works

319 E Anderson Avenue

Bushnell, FL 33513

 denise.warnock@sumtercountyfl.gov

 (352) 569-6700

 (352) 569-6701

5/20/2011