

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 53485 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$28,201.33.

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: \$28,201.33
 Annual **FUNDING SOURCE:** DEP FORCE Grant
 Capital **EXPENDITURE ACCOUNT:** 001-171-534-3100
 N/A

HISTORY/FACTS/ISSUES:

Purchase Order #53485 (Kessler Consulting Services) increase request by \$28,201.33 for consulting and technical services. The additional funds were not originally budgeted in FY 10/11.

Exhibit A

CHANGE ORDER REQUEST FORM



PO Number 53485
 Vendor Kessler Consulting
 PO Amount \$100,000.00
 Net Change Amount (-/+) \$28,201.33

PLEASE CHANGE THE FOLLOWING ITEMS						
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code
			\$100,000.00	\$128,201.33		

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:

Add additional FORCE Grant funds that were originally not budgeted in FY 10/11. The entire grant will end June 30, 2011.
Budget Amendment A-68 will cover the additional funds. A-68 is going to BOCC on 6/14/11

Signature/Approvals [Signature]
 Department Head
 Date 5/6/11

Signature/Approvals [Signature]
 Division Director
 Date 6 Jun 2011

Signature/Approvals [Signature]
 Financial Services Dept.
 Date 6/7/11

Signature/Approvals [Signature]
 County Administrator
 Date 6-8-11

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53485

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

Kessler Consulting Services
14620 N Nebraska Ave
Tampa, FL 33613

DATE 12/30/10
DEPT. Solid Waste
BY [Signature]
do Jan 11

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001-	71-534-3100	P 1	Open purchase order for consulting and technical services for the FORCE grant from October 2010 through September 2011.	\$100,000.00	\$100,000.00
No quotes due to contract w/ vendor.					
TERMS:				TOTAL	

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: _____ 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.