

Exhibit E

PURCHASE ORDER CHANGE ORDER REQUEST FORM

Attach a copy of the purchase order and any supporting documentation.



Purchase order number _____
 Vendor (include vendor's number from ADG) _____

Current purchase order amount (including any
 previously approved change orders) _____
 Requested change order amount _____
 New purchase order total _____

PLEASE CHANGE THE FOLLOWING ITEMS (FILL IN ALL THAT APPLY)						
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

Reason/Justification/Special Instructions: _____

Signature/Approvals

 Division Head

 Department Director

 Purchasing Agent

 County Administrator - if applicable

 Date

 Date

 Date

 Date

SUMTER BOARD OF COMMISSIONERS

7375 POWELL RD STE 200
WILDWOOD FL 34785

PURCHASE ORDER: 9122512

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***** VENDOR *****

**ALFRED BENESCH & COMPANY
35 W WACKER DR SUITE 3300
CHICAGO IL 60601**

***** DELIVER TO *****

**SUMTER CO PURCHASING
319 E ANDERSON AVE
BUSHNELL FL 33513**

Ordered	Due By	Ship Via	FOB	Terms	Customer No	By
10/12/22	11/11/22			NET		MALDERMAN

Requisition No	Vendor No	Vendor Phone	Vendor Fax	Vendor Contact
00023633	9272-1			

No	Quantity	U/M	Description	Unit Price	Extended	G/L Account
1	1.00	EACH	Fire Assessment and MTSU Study	69,090.0000	69,090.00	001-413-522-3100
				** TOTAL **	69,090.00	

VENDOR INSTRUCTIONS:

- MAIL INVOICES TO:
SUMTER CO BOARD OF COMMISSIONERS
7375 POWELL RD SUITE 206
WILDWOOD, FL 34785-4203
OR EMAIL INVOICES TO:
ADMINISTRATIVE.SERVICES@SUMTERCOUNTYFL.GOV
- INVOICES AND PACKAGES MUST BEAR THE P.O. NO. ABOVE.
- PURCHASES MAY NOT EXCEED THE TOTAL AMOUNT OF THIS ORDER WITHOUT PRIOR APPROVAL BY THE PURCHASING DEPT.
- ACCEPTANCE OF THIS ORDER INCLUDES ACCEPTANCE OF ALL TERMS, PRICES, DELIVERY INSTRUCTIONS, SPECIFICATIONS AND CONDITIONS.
- STATE TAX EXEMPT#: 85-8012622366C-3
- IF YOU HAVE QUESTIONS, PLEASE CALL (352)689-4400.

SPECIAL INSTRUCTIONS:

AUTHORIZED BY



June 12, 2023

Mr. Bradley Arnold
 County Administrator
 Board of Sumter County Commissioners
 7375 Powell Road
 Wildwood, Florida 34785

RE: **Fire Assessment Program – Mailing of Notices**

Dear Mr. Arnold:

This letter provides a quote to prepare and mail first class notices as part of the effort to implement the updated countywide fire assessment program. More specifically, the budget for this task includes effort and expenses associated with the preparation and testing of the mail-merge file, review of printed notice samples, materials needed for the printing (letters and envelopes), printer processing costs and postage.

The professional fees and expenses associated with this effort are estimated at \$79,832, with the following detail. This is a lump sum budget, and the County will be invoiced monthly for the portion of the work completed. The payment for postage may vary slightly and will need to be received prior to the mailing of notices.

TASK DESCRIPTION	Senior PM \$220.00	Senior Eng/Pln \$120.00	Planner/ GIS Specialist \$85.00	Admin/ Clerical \$60.00	TOTAL TASK HOURS	BURDENED COST/ TASK
MAILING OF FIRST CLASS NOTICES	12.0	43.0	48.0	4.0	107.0	\$79,832
Preparation of Notices & Coordination/Testing of Mailing	12.0	43.0	48.0	4.0	107.0	\$12,120
EXPENSES						\$67,712
- Materials/printing costs (black & white, 2 page letter, including paper & double window envelope)						\$15,180
- Postage (0.571 per item for first class postage x 92,000 parcels)						\$52,532

Please let us know if you have any questions on this quote.

Sincerely,

Nilgün Kamp, AICP
 Director of Public Finance