

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Change Order to Purchase Order No. 9122781 for FY 2022/23 (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting

DATE OF MEETING: 8/8/2023

CONTRACT: N/A

Vendor/Entity: Page Dixon Chandler
Smith

Effective Date:

Termination Date:

Managing Division / Dept: Building & Code / Development Services

BUDGET IMPACT: \$1,100,000.00

FUNDING SOURCE: Building Services Fund

Type: Annual

EXPENDITURE ACCOUNT: 124-142-524-3100

HISTORY/FACTS/ISSUES:

Purchase Order No. 9122781 – Page Dixon Chandler Smith increase request of \$1,100,000.00.

Additional funds are needed to cover the cost of Building Inspections, Plan Review, Fire Plan Review, and New Construction Fire Inspections Services for the remainder of the FY 2022/23.

Staff is recommending that this Change Order be approved.

Prepared by: Jacqueline Valdez

ProWritingAid Check

Exhibit E

PURCHASE ORDER CHANGE ORDER REQUEST FORM

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



Purchase order number 9122781
 Vendor (include vendor's number from ADG) Page Dixon Chandler Smith - #5021

Current purchase order amount (including any previously approved change orders) \$3,672,323.00
 Requested change order amount \$1,100,000.00
 New purchase order total \$4,772,323.00

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
1			\$3,556,568.00	\$4,656,568.00		124-142-524-3100

PLEASE ADD THE FOLLOWING ITEMS					
Item	Account	Description	Quantity	Unit Price	Amount

Reason/Justification/Special Instructions: **Building Services has requested additional funds to pay invoices. Purchase Order is attached.**

Signature/Approvals
Steve Wilcox
Digitally signed by Steve Wilcox
 DN: cn=Steve Wilcox, ou=Sumter County, ou=Building Dept,
 email=steve.wilcox@sumtercountyfl.gov, o=SCS
 Division Head

 Date

Bradley Arnold
Digitally signed by Bradley Arnold
 Date: 2023.07.31 11:01:57 -04'00'
 Department Director

 Date

Becky Segrest
Digitally signed by Becky Segrest
 Date: 2023.07.31 15:12:11 -04'00'
 Purchasing Agent

 Date

Bradley Arnold
Digitally signed by Bradley Arnold
 Date: 2023.07.31 15:19:20 -04'00'
 County Administrator - if applicable

 Date

Submit to Purchasing

SUMTER BOARD OF COMMISSIONERS

7375 POWELL RD STE 200
WILDWOOD FL 34785

PURCHASE ORDER: 9122781

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***** VENDOR *****

PAGE DIXON CHANDLER SMITH, LLC
3361 ROUSE RD SUITE 210
ORLANDO FL 32817

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

SUMTER BOARD OF COMMISSIONERS
7375 POWELL RD STE 200
WILDWOOD FL 34785

Ordered	Due By	Ship Via	FOB	Terms	Customer No	By
11/23/22	12/23/22			NET		RCONNELL

Requisition No	Vendor No	Vendor Phone	Vendor Fax	Vendor Contact
00023900	5021-1	(407)277-9795	(407)277-6863	

No	Quantity	U/M	Description	Unit Price	Extended	G/L Account
1	1.00		Building Inspections, Plan Reviews, Fire Plan Review, and New Construction Fire Inspections Services	3,556,568.0000	3,556,568.00	124-142-524-3100
2	1.00		Annual Fire Inspections and Community Risk Services	115,755.0000	115,755.00	001-182-522-3100
				** TOTAL **	3,672,323.00	

VENDOR INSTRUCTIONS:

SPECIAL 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.

AUTHORIZED BY