

# Administrative Contract Adjustment

**PROJECT:** 66th Street Utilities Maintenance Building

Admin Contr Adj: ONE ( 1 )  
 Contract Amount: \$2,087,132.00  
 (Present Value)  
 Project Number: 404-6019205

NO. OF ITEM	DESCRIPTION OF ITEM AND CHANGE	DECREASE	INCREASE
1	Change PEMB wall panels from 22 gauge to 24 gauge	\$9,090.55	
2	Substitute doors and frames	\$3,000.00	
3	Change overhead doors to 12' high versus 7'10" as per the bid documents.		\$10,865.80
4	Add transoms to five 3070 exterior doors		\$1,623.60
5	Install water and fire lines from new location shown on revised civil drawings.		\$1,096.70
6	Per drawing SK-1, change two F5 column pads to F7.5 and two F7.5 to F10.5		\$4,710.20
7	Remove trees not shown on bid documents		\$1,380.00
8	Remove cost of Construction trailer from the project	\$810.00	
Total Change is < 10% of Contract Amount			

BY EXECUTION OF THIS CHANGE ORDER THE CONTRACTOR AGREES THAT ALL CLAIMS FOR ADDITIONAL CONTRACT TIME AND FEES FOR THE ITEMS IN THIS CHANGE ORDER HAVE BEEN SATISFIED.

ACCEPTED IN OPEN SESSION  
 NOV 21 2011  
 BOARD OF COUNTY COMMISSIONERS  
 MANATEE COUNTY, FLORIDA

**TOTAL DECREASE:** \$12,900.55  
**TOTAL INCREASE:** \$19,676.30

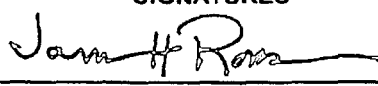

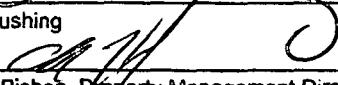
**Contractor:** HOLLAND CONSTRUCTION  
**Address:** 1991 MAIN STREET  
**City / State:** SARASOTA, FLORIDA 34236

THE NET CHANGE OF \$6,775.75  
 ADJUSTS THE CURRENT CONTRACT AMOUNT FROM  
 \$2,087,132.00 TO \$2,093,907.75

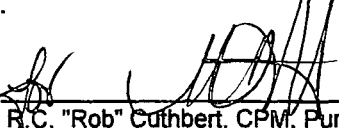
**Contractor Signature:**  Date 9/12/11  
 Craig Campbell

30 CALENDAR DAYS ARE ADDED TO THE SCHEDULE WHICH CHANGES THE FINAL COMPLETION DATE TO FEBRUARY, 6 2012.

### RECOMMENDATION, CONCURRENCES AND APPROVALS

	SIGNATURES	DATE
Consultant / Engineer		27 October 2011
Project Manager:	 Darin Cushing	10-28-11
Department Head:	 Charlie Bishop, Property Management Director	11/1/11

Authority to execute this contract per Manatee County Code, Chapter 2-26, and per the delegation by the County Administrator effective 1/26/2009.

  
 R.C. "Rob" Cuthbert, CPM, Purchasing Manager  
 11/16/2011

**JUSTIFICATION FOR CHANGE**

Admin Contr Adj: ONE ( 1 )

Project Number:

**1. NECESSITY FOR CHANGE:**

1,2,3,4,5,6, 8 - These items are at the request of Manatee County to change the current design/specifications.

7 - This was not identified on the project drawings and had to be removed to accommodate the building.

With regard to the schedule extension, see attached Clarification letter.

2. Is change an alternate bid? Yes - Item 2 is a substitution in material which has been classified as an equal by the Project Architect.

3. Does change substantially alter the physical size of the project? (no)  
(If yes, explain)

4 Effect of this change on other "Prime" contractors? NONE

5 Has the Surety and insurance company been notified, if applicable? CONTRACTOR RESPONSIBILITY

# Administrative Contract Adjustment

**PROJECT:** 66th Street Utilities Maintenance Building

Admin Contr Adj: TWO (2)  
 Contract Amount: ~~\$2,886,356.25~~  
 (Present Value) \$2,093,907.75  
 Project Number: ~~303-8008912~~ 414-601920

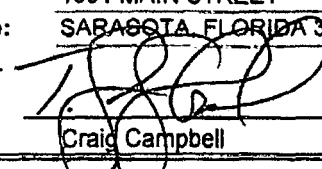
NO. OF ITEM	DESCRIPTION OF ITEM AND CHANGE	DECREASE	INCREASE
1	Removal of unforeseen sewer pipe		\$660.00
2	Addition 3 Quad Outlets in break room		\$687.50
3	Removal of unforeseen rock		\$2,640.00
4	Addition of striping on 66th St. per Planning Dept. Request		\$2,227.60
5	Removal of Cabinets from Holland's scope	\$9,049.26	
Total Change is < 10% of Contract Amount			
BY EXECUTION OF THIS CHANGE ORDER THE CONTRACTOR AGREES THAT ALL CLAIMS FOR ADDITIONAL CONTRACT TIME AND FEES FOR THE ITEMS IN THIS CHANGE ORDER HAVE BEEN SATISFIED.			

ACCEPTED IN OPEN SESSION  
 NOV 21 2011  
 BOARD OF COUNTY COMMISSIONERS  
 MANATEE COUNTY, FLORIDA

**TOTAL DECREASE:** \$9,049.26  
**TOTAL INCREASE:** \$6,215.10

THE NET CHANGE OF (\$2,834.16)  
 ADJUSTS THE CURRENT CONTRACT AMOUNT FROM  
 \$2,093,907.75 \$2,091,073.59

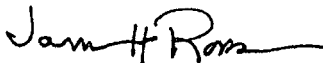
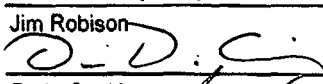
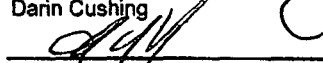
0 CALENDAR DAYS ARE ADDED TO THE SCHEDULE WHICH CHANGES THE FINAL COMPLETION DATE TO FEBRUARY, 6 2012.

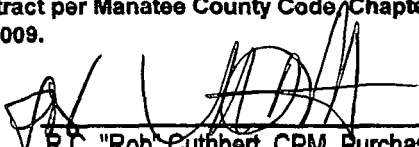
**Contractor:** HOLLAND CONSTRUCTION  
**Address:** 1991 MAIN STREET  
**City / State:** SARASOTA, FLORIDA 34236  
**Contractor Signature:**  Date 10/31/11  
 Craig Campbell

## RECOMMENDATION, CONCURRENCES AND APPROVALS

### SIGNATURES

### DATE

**Consultant / Engineer:**  31 October 2011  
 Jim Robison  
**Project Manager:**  11-1-11  
 Darin Cushing  
**Department Head:**  11-1-11  
 Charlie Bishop, Property Management Director

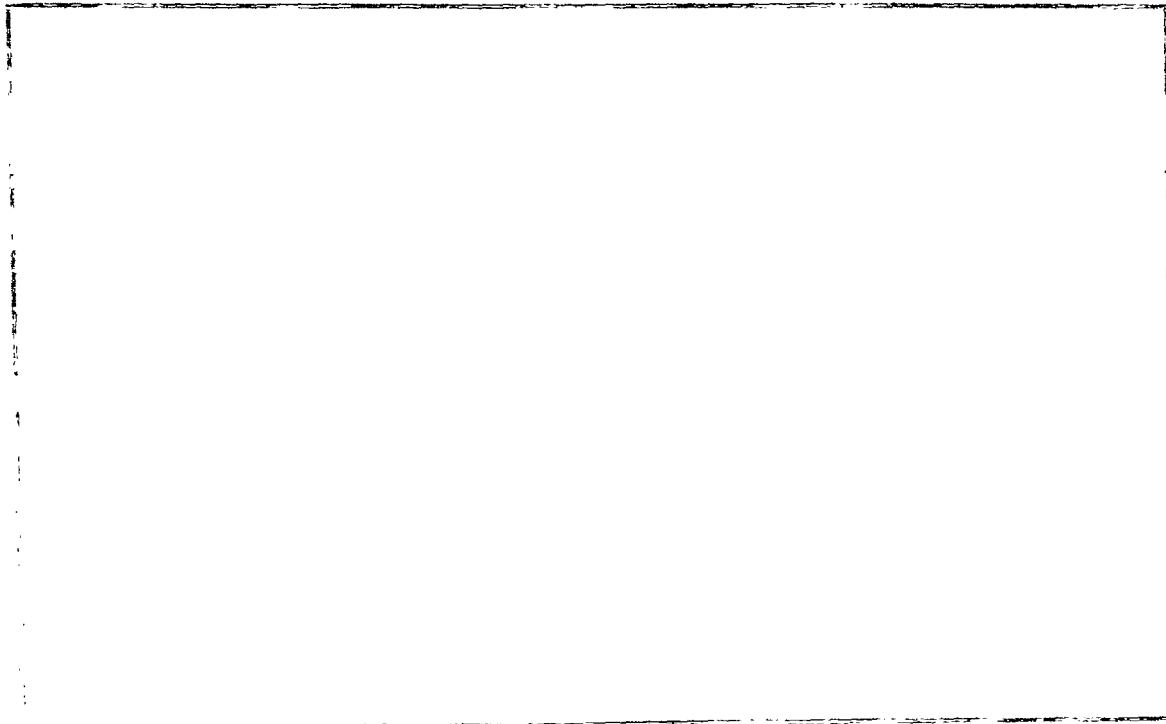
Authority to execute this contract per Manatee County Code, Chapter 2-26, and per the delegation by the County Administrator effective 1/26/2009.  
 11/16/11  
 R.C. "Rob" Cuthbert, CPM, Purchasing Manager

**JUSTIFICATION FOR CHANGE**

**Admin Contr Adj:** TWO ( 2 )

**Project Number:**

**1. NECESSITY FOR CHANGE:**

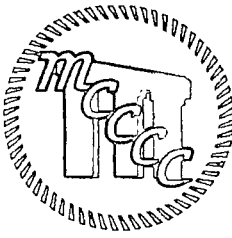


2. Is change an alternate bid? (no)

3. Does change substantially alter the physical size of the project? (no)  
(If yes, explain)

4 Effect of this change on other "Prime" contractors? NONE

5 Has the Surety and insurance company been notified, if applicable? CONTRACTOR RESPONSIBILITY



**Manatee County**


**R.B. "Chips" Shore**

**Clerk of the Circuit Court and Comptroller**

**P.O. Box 25400 • Bradenton, Florida 34206 • (941) 749-1800 • FAX (941) 741-4082 • [www.manateesclerk.com](http://www.manateesclerk.com)**

**DATE:** November 22, 2011

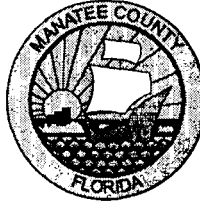
**TO:** Holland Construction  
1991 Main Street, Suite 208  
Sarasota, FL 34236

**FROM:** Clerk of the Court  
Board Records Department  
Quantana Acevedo   
P. O. Box 25400  
Bradenton, FL 34206

**RE:** Administrative Contract Adjustments 1 and 2  
**66th Street Utilities Maintenance Building**

**APPROVED:** In open session by the Board of County Commissioners, Manatee  
County, Florida, on November 21, 2011.

**cc:** Board Records  
Kathi Gentile, Property Management (via email)  
Olga Valcich, Purchasing (via email)  
RBS/SGR/qa



# MANATEE COUNTY FLORIDA

Date: November <sup>18</sup>~~15~~, 2011

To: Board Records, Clerk of Circuit Court

From: Olga Valcich, Construction Buyer

Subject: Contract Documents – Administrative Contract Adjustment #1 and #2  
(Reference Resolution Number R-07-189 adopted October 9, 2007)  
Holland Construction Company, Sarasota, FL  
(PO NO.: T1100059 / IFB #11-0576-OV / Manatee County Utilities Maintenance and  
Administration Building, Bradenton, FL (Project No. 60697))

Please accept into record in accordance with Resolution R07-189 the attached **ACA #1 which increases the Contract amount by \$6,775.75** and also adds thirty (30) calendar days to the Contract completion time. ACA#1 is a result of changes to the Pre-Engineered Metal Building and associated parts.

**ACA #2 is issued to incorporate unforeseen underground and electrical work in addition to the removal of cabinets from the original scope of work. This decreases the contract amount by \$2,834.16.**

The Total Contract Adjusted Amount is **from \$2,087,132.00 to \$2,091,073.59** with a revised completion date from January 7, 2012 to February 6, 2012. Thank you. Should you have any questions, please do call me at Ext. 3055.

Instructions to Board Records:

**Original to:**

Board Records  
Holland Construction, 1991 Main Street, Sarasota, FL 34236

ACCEPTED IN OPEN SESSION

**Recording confirmation via email to:** 11/22/11 *ga*

- ✓ Kathi Gentile, Fiscal Specialist, Property Management Department
- ✓ Olga Valcich, Purchasing Division

NOV 21 2011

BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA

Cc: Jon Berry, Fiscal Management Coordinator, Property Management  
Darin Cushing, Project Manager, Property Management Department  
Kathi Gentile, Fiscal Specialist, Property Management Department

- Att.
- 1.) Copy of Purchase Order No T1100059 (ACA #1 and ACA #2)
  - 2.) Department Memo / ACA #1 dated 10/27/2011 w/ 2 Contract Documents
  - 3.) Department Memo / ACA #2 dated 11/01/2011 w/ 2 Contract Documents

Financial Management – Purchasing Division  
Suite 803 - 1112 Manatee Avenue West, Bradenton, FL 34205  
PHONE: 941.749.3014 \* FAX: 941.749.3034  
[www.myanatee.org](http://www.myanatee.org)

MANATEE COUNTY GOVERNMENT  
See Agreement for  
remittance instructions

Term Agreement #:T1100059  
Date: 11/15/11  
Requested by: DARIN CUSHING/kg

VENDOR  
V015732 (941) 953-4500  
HOLLAND CONSTRUCTION CORPORATION  
1991 MAIN STREET  
SUITE 208  
SARASOTA, FL 34236

ITEM# DESCRIPTION DOLLAR AMOUNT

ADMINISTRATIVE CONTRACT ADJUSTMENT NO. 1 AND NO. 2 IN  
ACCORDANCE WITH RESOLUTIN NO. R-07-189 ADOPTED WITH  
QUORUM PRESENT ON OCTOBER 9, 2007.

\*\*\*\*\*  
\*\*\*\*\* ADMINISTRATIVE \*\*\*\*\*  
\*\*\* CONTRACT ADJUSTMENT #1 \*\*\*  
\* TO ORIGINAL PURCHASE ORDER \*  
\*\*\*\*\*  
\*\*\*\*\* ADMINISTRATIVE \*\*\*\*\*  
\*\*\* CONTRACT ADJUSTMENT #2 \*\*\*  
\* TO ORIGINAL PURCHASE ORDER \*  
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0003 ACA #1 TO T1100059  
CHANGE WALL PANELS FROM 22 GAYGE TO 24 GAUGE  
SUBSTITUTE DOORS & FRAMES.  
CHANGE OVERHEAD DOORS TO 12' HIGH VERSUS  
7'10 AS PER THE BID DOCUMENTS.  
ADD TRANSOMS TO FIVE 3070 EXTERIOR DOORS.  
INSTALL WATER & FIRE LINES FROM NEW.  
LOCATION SHOWN ON REVISED CIVIL  
DRAWING.  
PER DRAWINGS SK-1 CHANGE TWO F5 COLUMN PADS  
TO F7.5 AND TWO F7.5 TO F 10.5.  
  
REMOVE TREES NOT SHOWN ON BID DOCUMENT.  
REMOVE COST OF CONSTRUCTION TRAILER FROM THE  
PROJECT.

414-6019205-534000/6019205-0004 6,775.75

0004 ACA #2 TO T1100059.  
REMOVAL OF UNFORSEEN SEWER PIPE.  
\*\*\*\*CONTINUED\*\*\*\*  
\*\*\*\*CONTINUED\*\*\*\*  
\*\*\*\*CONTINUED\*\*\*\*

MANATEE COUNTY GOVERNMENT  
See Agreement for  
remittance instructions

Term Agreement #: T1100059  
Date: 11/15/11  
Requested by: DARIN CUSHING/kg

VENDOR  
V015732 (941) 953-4500  
HOLLAND CONSTRUCTION CORPORATION  
1991 MAIN STREET  
SUITE 208  
SARASOTA, FL 34236

ITEM#	DESCRIPTION	DOLLAR AMOUNT
	ADDITION 3 QUAD OUTLETS IN BREAK ROOM. REMOVAL OF UNFORSEEN ROCK. ADDITION OF STRIPING ON 66TH STREET PER PLANNING DEPT REQUEST. REMOVAL OF CABINETS FROM HOLLAND'S SCOPE ORIGINAL AGREEMENT: \$2,087,132.00 ACA #1: \$ 6,775.75 ACA #2: \$ -2,834.16 NEW AGREEMENT TOTAL: \$2,091,073.59	
414-6019205-534000/6019205-0004		-2,834.16

Request #: R050027  
Reference #: IFB #11-0576-OV

AGREEMENT TOTAL 3,941.59





# MANATEE COUNTY FLORIDA

**To:** R.C. "Rob" Cuthbert, C.P.M., Manager  
Purchasing Division

**From:** Charlie Bishop, Director *CB*  
Property Management Department

**Date:** October 27, 2011

**Subject:** Administrative Contract Adjustment No. # 1  
66<sup>th</sup> Street Utilities Maintenance Building  
Holland Construction

### RECOMMENDATION:

Execution of Administrative Contract Adjustment No. #1 to P.O. #T1100059 with Holland Construction increasing the contract amount by **\$6,775.75**, from \$2,087,132 to **\$2,093,907.75**, and adding 30 calendar days to the contract time. The funding source for this contract is ~~404-6019205~~, Water & Sewer Capital Projects. The increased amount of \$6,775.75 is .32% of the original contract approval of \$2,087,132.

*414*

### ADMINISTRATIVE CONTRACT ADJUSTMENT:

The services requested are consistent with Comprehensive Goal Level of Service Standards and Resolution Number R-07-189, Manatee County Government Purchasing Policies implementing Ordinance 99-37, Section 4-106, Contract Administration.

### BACKGROUND/DISCUSSION:

- May 24, 2011 the BCC executed a contract with Holland Construction in the amount of \$2,087,132 for the Construction of a new Building for the Utilities Department Maintenance Division.
- Administrative Contract Adjustment #1 provides for:
  1. Change of Pre Engineered Metal Building panels from 22 ga. To 24 ga. – (\$9,090.55)
  2. Substitute doors and frames – (\$3,000.00)
  3. Change overhead doors from 7'-10" high to 12' high – \$10,865.80
  4. Add transoms to exterior doors – \$1,623.60

Manatee County Property Management  
 Mailing Address: P.O. Box 1000, Bradenton, FL 34206\* Street Address: 1112 Manatee Ave W, Bradenton, FL 34205  
 PHONE: 941.748.4501 x 3628 \* FAX: 941.742.5880  
[www.mymanatee.org](http://www.mymanatee.org)

5. Relocate fire line per Fire Marshal	- \$1,096.70
6. Modify column pads per structural engineering	- \$4,710.20
7. Remove trees originally not shown	- \$1,380.00
8. Remove construction trailer cost	- (\$810.00)
<b>TOTAL ADJUSTMENT</b>	<b>\$6,775.75</b>

cc: Dan Gray, Director, Utilities  
Darin Cushing, Project Manager  
Project File: 60697



# MANATEE COUNTY FLORIDA

To: R.C. "Rob" Cuthbert, C.P.M., Manager  
Purchasing Division

From: Charlie Bishop, Director *CB*  
Property Management Department

Date: November 1, 2011

Subject: Administrative Contract Adjustment No. # 2  
66<sup>th</sup> Street Utilities Maintenance Building  
Holland Construction

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## RECOMMENDATION:

Execution of Administrative Contract Adjustment No. #2 to P.O. #T1100059 with Holland Construction decreasing the current contract amount by **\$2,834.16**, from \$2,093,907.75 to **\$2,091,073.59**, and adding 0 calendar days to the contract time. The funding source for this contract is ~~404-6019205~~, Water & Sewer Capital Projects.

*4/1/11*

## ADMINISTRATIVE CONTRACT ADJUSTMENT:

The services requested are consistent with Comprehensive Goal Level of Service Standards and Resolution Number R-07-189, Manatee County Government Purchasing Policies implementing Ordinance 99-37, Section 4-106, Contract Administration.

## BACKGROUND/DISCUSSION:

- May 24, 2011 the BCC executed a contract with Holland Construction in the amount of \$2,087,132 for the Construction of a new Building for the Utilities Department Maintenance Division.
- Administrative Contract Adjustment #2 provides for:
  1. Removal of unforeseen sewer piping - \$660.00
  2. Add 3 Quad receptacles to break room - \$687.00
  3. Removal of unforeseen subterranean rock - \$2,640.00
  4. Add Striping to 66<sup>th</sup> St. W. per Planning Dept. - \$2,227.60

Manatee County Property Management  
Mailing Address: P.O. Box 1000, Bradenton, FL 34206\* Street Address: 1112 Manatee Ave W, Bradenton, FL 34205  
PHONE: 941.748.4501 x 3628 \* FAX: 941.742.5880  
[www.mymanatee.org](http://www.mymanatee.org)

5. Removal of cabinets from scope	- (\$9,049.26)
TOTAL ADJUSTMENT	<b>(\$2,834.16)</b>

cc: Dan Gray, Director, Utilities  
Darin Cushing, Project Manager  
Project File: 60697