

# EMAIL TRANSMITTAL



FINANCIAL MANAGEMENT  
DEPARTMENT  
Purchasing Division  
1112 Manatee Avenue West  
Bradenton, FL 34205

MANATEE COUNTY  
FLORIDA

Phone: 941.749.3045  
Fax: 941.749-3034  
donna.stevens@mymanatee.org

**To:** Vicki Tessmer, Supervisor  
Board Records

**From:** Donna M. Stevens  
Purchasing Office

**Date:** September 20, 2013

**ACCEPTED IN OPEN SESSION** October 8, 2013  
**BOARD OF COUNTY COMMISSIONERS, MANATEE COUNTY**

**Subject:** Administrative Contract Adjustment # 1 to P.J. Callaghan. (T1300152)  
IFB# 13-0370-DS (Pre-Fabricated Steel Building for North County Maintenance Facility)

Please accept into record the enclosed executed Administrative Contract Adjustment # 1 in accordance with Resolution R-07-189 adopted by the Board of County Commissioners on October 9, 2007 with P.J. Callaghan Company & Sons Inc. with the mailing address of 10525 49<sup>th</sup> Street North, Clearwater Florida 33762 for Pre-Fabricated Steel Building for North County Maintenance Facility decreasing the contract amount by **\$ 11,186.00** from **\$145,878.00** to **\$134,692.00**. The Administrative Contract Adjustment # 1 provides for the elimination of one of two interior structures. No additional days are required due to scrivener's error the original contract completion date indicated on the Notice to Proceed was October 22, 2013. In accordance with the Terms and Conditions detailed in Invitation for Bid No. #13-0370-DS; along with the Manatee County Code of Law, Manatee County Purchasing Ordinance and the Standard and Procedures approved by the County Administrator.

Please forward for inclusion in the Board of County Commissioners Consent Agenda, Clerk's Consent Calendar.

Instructions to Board Records:

**Recording Confirmation to:** emailed 10/9/2013/nr  
P.J. Callaghan Company, Inc. (Email: [tobin@PJcallaghan.com](mailto:tobin@PJcallaghan.com))  
Donna M. Stevens, Purchasing Department  
Alan Meronek, Property Management Department  
Towanda Brinson Clerk of the Circuit Court

If you require any additional background or information, please call me at Ext. 3045.

Thank you

/ds

Attachments to Board Records only: (signed and dated: DMS 9/20/13)

- 1) ACA # 1
- 2) Department Memorandum dated 9/10/2013
- 3) T1300152 Term Encumbrance



# MANATEE COUNTY FLORIDA

**To:** Dennis Wallace, Contract and Buyer Manager  
Purchasing Division

**From:** Tom Yarger, Construction Services Manager  
Property Management Department

**Date:** September 10, 2013

**Subject:** **Administrative Contract Adjustment No. 1**  
**North County Maintenance Building**  
**P J Callaghan Construction**

## **RECOMMENDATION:**

Execution of Administrative Contract Adjustment No. 1 to P.O. T1300152 with P J Callaghan Construction decreasing the contract amount by \$11,186.00, from \$145,878.00 to \$134,692.00, and adding 12 calendar days to the contract time. The funding source for this contract is 307-6030060. The decreased amount of \$11,186.00 is 8 percent less than the original contract approval of \$145,878.00; and the additional contract time is 13.5 percent of the original 90 contract days.

## **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:**

- On June 6, 2013, the BCC executed a contract with P J Callaghan Construction in the amount of \$145,878.00 for the purchase and erection of a pre-fabricated steel structure at the North County Waste Water Treatment Facility.
- Administrative Contract Adjustment 1 provides for the elimination of one of two interior structures and additional contract time to alter engineering drawings..

**CC:** Charlie Bishop, Director, Property Management  
Al Meronek, Project Manager  
Project File: 62625

Manatee County Property Management  
Mailing Address: P.O. Box 1000, Bradenton, FL 34206 \* Street Address: 1112 Manatee Ave W, Bradenton, FL 34206-1000  
PHONE: 941.748.4501 x 3628 \* FAX: 941.742.5880

[www.mymanatee.org](http://www.mymanatee.org)

# Administrative Contract Adjustment

**PROJECT:** North County Maintenance Facility

Admin Contr Adj: ONE ( 1 )

Contract Amount:  
(Present Value) \$145,878.00

Project Number: T1300152

NO. OF ITEM	DESCRIPTION OF ITEM AND CHANGE	DECREASE	INCREASE
1	Administrative Contract Adjustment No. 1 to delete the west attic	\$11,186.00	

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.

**TOTAL DECREASE:**  
\$11,186.00

**TOTAL INCREASE:**

**Contractor:** P.J. Callaghan Company, Inc.  
**Address:** 10525 49th St. N.  
**City / State:** Clearwater, FL 33762

THE NET CHANGE OF \$11,186.00 ADJUSTS THE CURRENT CONTRACT AMOUNT FROM \$145,878.00 TO \$134,692.00

**Contractor Signature:** [Signature] **Date:** 9/9/13

12 CALENDAR DAYS ARE ADDED TO THE SCHEDULE WHICH CHANGES THE FINAL COMPLETION DATE TO MONTH, DAY, 2010 ~~SEPTEMBER 27, 2013~~ <sup>ARM</sup>

### RECOMMENDATION, CONCURRENCES AND APPROVALS

#### SIGNATURES

#### DATE

Consultant / Engineer

[Signature]

Project Manager:

[Signature]

9.9.2013

Department Head:

[Signature]  
Charlie Bishop, Property Management Director

9-10-2013

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

[Signature]  
Melissa M. Vendel, CPPO, Purchasing Official

9/20/2013

**JUSTIFICATION FOR CHANGE**

**Admin Contr Adj:** ONE ( 1 )

**Project Number:** T1300T1300152

**1. NECESSITY FOR CHANGE:**

The end user elects to build this portion of the structure at a later date.

- 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  
Purchasing Division**

1112 Manatee Ave. W., Ste. 803  
Bradenton, FL 34205  
(941) 749-3014

Term Agreement #: T1300152  
Date: 09/20/13  
Requested by: AL MERONEK/nb

**VENDOR**

V018924 (727) 573-2505  
P J CALLAGHAN COMPANY INC  
10525 49 ST N  
CLEARWATER, FL 33762

tobin@pjcallaghan.com

ITEM#	DESCRIPTION	DOLLAR AMOUNT
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In accordance with the terms and conditions of IFB# 13-0370-DS.

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ADMINISTRATIVE CONTRACT ADJUSTMENT #1 IS ISSUED IN ACCORDANCE WITH RESOLUTION R-07-189. DELEGATION OF AUTHORITY FOR ADJUSTMENT TO CONSTRUCTION CONTRACTS ADOPTED WITH QUORUM PRESENT ON OCTOBER 9, 2007.

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MANATEE COUNTY CONTACT:

Mr. Alan Meronek, Facilities Project Manager  
Property Management Dept.  
Phone: (941)748-4501 ext. 3097  
Cell: (941) 400-4949

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\*\*\*\*\* ADMINISTRATIVE \*\*\*\*\*

\*\*\* CONTRACT ADJUSTMENT #1 \*\*\*

\* TO ORIGINAL PURCHASE ORDER \*

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\*\* PAPERLESS PURCHASE ORDER \*\*

\* NO HARD COPY WILL BE SENT \*

\*\* TO CHANGE YOUR EMAIL, \*\*

\*\*\* CONTACT THE BUYER \*\*\*

\*\*\*\*\*

\*\*\*\*\*

\*\*\* VENDOR PLEASE NOTE \*\*\*

\*\* TO EXPEDITE YOUR PAYMENT \*\*

\*DOCUMENT PO# ON ALL INVOICES\*

\*\*\*\*\*

0003

ACA #1 TO T1300152 TO DELETE THE WEST ATTIC FROM CONTRACT.

ORIGINAL TA AMOUNT- \$145,878

ACA #1- -\$ 11,186

\*\*\*\*CONTINUED\*\*\*\*

\*\*\*\*CONTINUED\*\*\*\*

\*\*\*\*CONTINUED\*\*\*\*

**Agreement Total**

Request #:  
Reference #:  
Buyer:

Approved By:

**See Agreement for Remittance Instructions**

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Term Agreement #: T1300152  
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**VENDOR**

V018924 (727) 573-2505  
P J CALLAGHAN COMPANY INC  
10525 49 ST N  
CLEARWATER, FL 33762

tobin@pjcallaghan.com

ITEM#	DESCRIPTION	DOLLAR AMOUNT
	ADJUSTED TA TOTAL-	\$134,692
0004	307-6030060-534000/6030060-0004 Left intentionally blank	-11,186.00
	307-6030060-534000/6030060-0004	



**Agreement Total** -11,186.00

**Request #:** R055947  
**Reference #:**  
**Buyer:** DONNA STEVENS CONTRACT SPECIALIST (941) 749-3045

**Approved By:**  
*Donna M. Stevens*

**See Agreement for Remittance Instructions**

*Donna M. Stevens*