

CHANGE ORDER SUMMARY

PROJECT NAME:
Bay Haven School of Basics Plus; Building Remodel 2018

CHANGE ORDER NO. (01)

BOARD DATE: October 16, 2018
Contract: 21804935

ITEM 1) Description: Deduct the cost of the **(Hollow Metal Doors, & Frames)** materials supplied by **(Cook & Boardman, LLC)**. This material will be direct purchased by the Sarasota

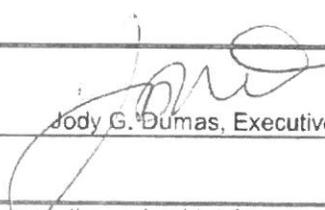
Reason for Change: This change order deletes the value of materials to be purchased directly by the Sarasota County Schools from the construction contract. This allows the Sarasota County Schools to realize a savings on these materials. A purchase order will be written directly to the material supplier which will total the same amount as the change order less the sales tax. A sales tax savings of **\$(2,270.00)** will be realized.

Cost of Change: DEDUCT: (\$39,270.00)

SUMMARY: ITEM 1) DEDUCT: (\$39,270.00)

TOTAL COST: DEDUCT (\$39,270.00)

| | | |
|--|---|------------------------------------|
| Total Direct Material Purchase amount to date and as a % of original contract: | <input type="text" value="-\$39,270.00"/> | <input type="text" value="4.16%"/> |
| Total Tax Savings to date as a result of Direct Material Purchases: | <input type="text" value="\$2,270.00"/> | |
| Change Orders to date and as a % of original contract: | <input type="text" value="-\$39,270.00"/> | <input type="text" value="4.16%"/> |

SUBMITTED/APPROVED BY:  Jody G. Dumas, Executive Director

If this is a Design/Build Contract, enter the revised total contract amount here:

Facilities Services Change Orders

| PROJECT | CONTRACTOR | CO# | CURRENT CONTRACT AMOUNT | CHANGE | REVISED AMOUNT | EXPLANATION (see attached) | SALES TAX SAVINGS * | ** |
|--|--------------------|-----|-------------------------|--------------|----------------|---|---------------------|----|
| SUMMARY OF FACILITIES SERVICES CHANGE ORDERS PRESENTED FOR APPROVAL AND/OR RATIFICATION AT THE 10/16/2018 SCHOOL BOARD MEETING | | | | | | | | |
| Bay Haven School of Basics Plus; Building Remodel 2018 | Jon F. Swift, Inc. | 1 | \$943,152.00 | -\$39,270.00 | \$903,882.00 | DPO: Deduct the cost of the (Hollow Metal Doors, & Frames) Materials supplied by Cook & Boardman, LLC | \$2,270.00 | R |
| | | | \$943,152.00 | -\$39,270.00 | \$903,882.00 | TOTAL IN TAX SAVINGS: | 2,270.00 | |

NOTE: The change orders (*identified above), for ratification, are the result of direct purchase of these items by the School Board to save sales tax.

**A=Approval; R=Ratification

AIA® Document G701™ - 2017

Change Order

PROJECT: (Name and address)
 Bay Haven Buildings 1, 4 and 7 - 2018
 Bay Haven School of Basics Plus

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: May 11, 2018

CHANGE ORDER INFORMATION:
 Change Order Number: 001
 Date: August 13, 2018

OWNER: (Name and address)
 Sarasota County School Board
 7895 Fruitville Road
 Sarasota, Florida 34236

ARCHITECT: (Name and address)
 Schenkel Shultz Architecture
 611 N. Washington Blvd.
 Sarasota, FL 34236

CONTRACTOR: (Name and address)
 Jon F. Swift, Inc.
 2221 8th Street
 Sarasota, Florida 34237

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Deduct for Owner direct purchase of doors and hardware from Hollow Metal Specialists.

Material: \$37,000.00
 Tax Savings: \$2,270.00
 Total Deduct: \$39,270.00

| | |
|--|---------------|
| The original Contract Sum was | \$ 943,152.00 |
| The net change by previously authorized Change Orders | \$ 0.00 |
| The Contract Sum prior to this Change Order was | \$ 943,152.00 |
| The Contract Sum will be decreased by this Change Order in the amount of | \$ 39,270.00 |
| The new Contract Sum including this Change Order will be | \$ 903,882.00 |

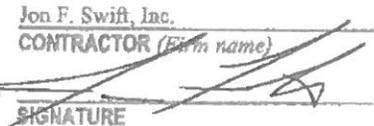
The Contract Time will be increased by Zero (0) days.
 The new date of Substantial Completion will be

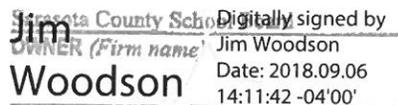
NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Schenkel Shultz Architecture
 ARCHITECT (Firm name)

 SIGNATURE
 Ken Dean, Partner

Jon F. Swift, Inc.
 CONTRACTOR (Firm name)

 SIGNATURE
 Jason F. Swift, President

Sarasota County School District
 Digitally signed by
 OWNER (Firm name) Jim Woodson
 Date: 2018.09.06
 14:11:42 -04'00'

 SIGNATURE
 Jim Woodson, Facilities Manager
 Don Hampton Assistant Director, Facilities
 Services Dept.
 PRINTED NAME AND TITLE

PRINTED NAME AND TITLE
 DATE 5 September 2018

PRINTED NAME AND TITLE
 DATE 9/5/18

DATE

Jon F. Swift, Inc.
 2221 Eighth Street
 Sarasota, FL 34237

PURCHASE ORDER REQUEST FORM

JOB NAME: Bay Haven Bldg. 4 Remodel

Purchase Order No: **1086-081000-01**

TO:
 Cook & Boardman, LLC d/b/a Hollow Metal Specialists
 3135 Lakewood Ranch Blvd, Suite 101
 Bradenton, FL 34211
 Telephone: 941-379-1970
 Fax: 941-371-4026
 Contact: Iva Prokajova, iprokajova@hmsdoors.com
 FEIN #: 47-1735232

SHIP TO:
 Cook & Boardman, LLC d/b/a Hollow Metal Specialists
 Bay Haven School
 2901 W. Tamiami Circle
 Sarasota, Florida 34234
 Attn.: Steve Kurutz

| P.O. DATE | SHIP VIA | F.O.B. POINT | TERMS |
|-----------|----------|--------------|---------------|
| 1-Aug-18 | best way | destination | monthly draws |

| QTY | UNIT | DESCRIPTION | PRICE | AMOUNT |
|-----|------|---------------------------|-----------------|---------------------|
| 1 | LS | Please see attached quote | \$ 37,000.00 | \$ 37,000.00 |
| | | | Total PO | \$ 37,000.00 |

Submit Invoices to:
The School Board of Sarasota County
C/O Cook & Boardman, LLC d/b/a Hollow Metal Specialists
 3135 Lakewood Ranch Blvd., Suite 101
 Bradenton, FL 34211

| | |
|---|--------------------|
| Sales tax savings (7% on first \$5,000) | \$ 350.00 |
| Sales tax savings (6% on balance) | \$ 1,920.00 |
| Total Tax Savings | \$ 2,270.00 |

SPECIAL INSTRUCTIONS: All responsibility & contact relative to the P.O. shall be with above named subcontractor, as to delivery, quality, and quantity.

Original invoices shall be sent to the above named subcontractor and approved by them, then forwarded to the Construction Manager, who will forward to Church of the Palms for payment. Payment will be delayed if this process is not followed.

Purchase order number must appear on all forms relating to this order.



HMS

HOLLOW METAL SPECIALISTS

A DIVISION OF THE COOK & BOARDMAN GROUP, LLC

3135 LAKEWOOD RANCH BLVD.
SUITE 101
BRADENTON, FL 34211
WWW.HMSDOORS.COM

July 27, 2018

The School Board of Sarasota County
c/o Jon F. Swift Construction
2221 8th Street
Sarasota, FL 34237

Re: DMPO Bay Haven Building 4 Remodel

Dear Sirs:

Please issue a Direct Material Purchase Order to Cook & Boardman, LLC d/b/a Hollow Metal Specialists in the amount of \$37,000.00. The breakdown is as follows:

| | |
|----------------------------|--------------------|
| 1 lot Hollow Metal Frames | \$17,293.11 |
| 1 lot Hollow Metal Doors | \$5,524.81 |
| 1 lot Hardware | \$14,182.08 |
| Total DMPO | \$37,000.00 |
| Tax Savings: at 6% | \$2,220.00 |
| Plus 1 % on first \$5,000: | \$ 50.00 |
| Total Tax Savings: | \$2,270.00 |

If you have any questions, please contact me at 941-379-1970 or email me at iprokajova@hmsdoors.com.

Sincerely,

Iva Prokajova
Accounting Manager
Cook & Boardman, LLC d/b/a Hollow Metal Specialists



HMS
HOLLOW METAL SPECIALISTS
 A DIVISION OF THE COOK & BOARDMAN GROUP, LLC

Cook & Boardman, LLC
 DBA Hollow Metal Specialists
 3135 Lakewood Ranch Blvd.
 Suite 101
 Bradenton, FL 34211
 Phone: (941) 379-1970
 Fax (941) 371-4026
www.hmsdoors.com
www.cookandboardman.com

BID PROPOSAL DIVISION 8

Project Name: Bay Haven Building 4
 Location: Sarasota, FL

Proposal Date: April 30, 2018
 HMS Quotation #: 292445

We propose to furnish the following materials subject to conditions and exclusions listed:
 Plans Dated 04/09/2018
 Addenda Acknowledged..... N/A

Section 081113 Hollow Metal Doors and Frames – (Curries)
 8 3-Sided Hollow Metal Frames
 11 Hollow Metal Doors

Section 087100 Door Hardware
 1 Lot Door Hardware for above listed openings per plans.

*\$29,867⁹² → PRETAX MATERIAL
 + 1,842⁰⁸ → TAX SALES*

TOTAL PACKAGE PRICE.....\$31,710.00 Tax Included

The above prices are subject to the following conditions/exclusions:

1. We have included the costs of a "DHI" formatted submittal package complete with cut sheets and Windstorm documentation as required.
2. We have a Certified AHC on staff. We employ Architectural Hardware Consultants who are currently enrolled in the DHI continuing education program. www.dhi.org
3. We exclude *all* glass/glazing, Knox Boxes, Aluminum Openings, Overhead Roll-up doors, composite clean-up/removal, bituminous coatings, Temporary Door Openings, and frame installation; unless otherwise noted.
4. Excluding opening 001B.
5. No specs provided.
6. Hollow metal frames only available from Curries for type of design wanted.

The above prices are subject to the following terms:

- Our terms are Net 30 days, subject to credit approval.
- Quoted prices are based on manufacturers current lead times following ALL approved shop drawings. Please consult your project manager at time of order for lead times.
- Quoted prices are valid for 30 days from the date submitted.
- Pricing on this proposal is contingent upon the acceptance of this proposal in its entirety. If a re-quote is required please contact our office.
- Payment & Performance Bond is excluded, if required please contact our office for the amount to add to base bid.
- If Direct Material Purchase (DMP) is required please contact this office for the tax amount to be deducted.
- INCLUDES freight to jobsite, TAILGATE DELIVERY unless material is installed by HMS.

Prepared by: Derek Whetsel
 e@hmsdoors.com

Accepted by: _____
 Date: _____

Hollow Metal Specialists is a UL 2nd Location & Chain of Custody Certified



ADD ALTERNATE #1:

HMS to provide installation of above scope of work per the following conditions/exclusions:

Installation of Doors & Hardware

Our installation price includes:

- Delivery & distribution of doors & hardware.
- Hanging & Shimming doors mentioned above.
- Installation of hardware on doors mentioned above.
- We have included the costs of hanging doors and hardware installation once. We do not include remove and re-install due to trade conflicts.
- We exclude installation of frames and staging of frames, tailgate delivery on frames. HMS will report frames out of square or plumb to be corrected by others prior to door installation.
- Mag Holders – are supply only, we will hand these to the fire alarm contractor.
- Mag Locks – we will mount the magnet to the door and frame, all wiring by others.
- Mag lock accessories - are supply only, we will hand these to the low voltage contractor. Example, Motion detectors & request to exit buttons.
- Electronic locks & panics – we will wire lock or panic to door and door to hinge/EPT. Wiring from hinge/EPT into wall by others.
- Card reader locks – (Supplied and Installed by HMS)
- Power supplies – are supply only, we will hand these to the low voltage contractor.
- Access Control Equipment – We exclude all access control equipment such as power supplies, controllers, software, wire, conduit, card readers, credentials, or installation thereof unless specifically noted otherwise within this proposal.

Installation of Doors & Hardware..... \$3,360.00

ADD ALTERNATE #2:

3 Exterior window frames

Supply 3 exterior window frames

Only will supply if:

- Window frames are hollow metal.
- Installation by others.
- Frames only. Glass by others.

08
 \$7,132 → PRETAX MATERIAL
 427.92 → TAX SAVINGS

Supply 3 exterior window frames..... \$7,560.00 → TAX INCLUDED



HMS

HOLLOW METAL SPECIALISTS

A DIVISION OF THE COOK & BOARDMAN GROUP, LLC

Bid Proposal – Division 8

Continued from previous page

July 29, 2018

| <u>SUMMARY:</u> | TAX INCLUDED (#) | PRETAX MATERIAL (#) | TAX SAVINGS (#) |
|-----------------------|---------------------|------------------------|---------------------|
| TOTAL PACKAGE PRICE : | 31,710 | 29,867 ⁹² | 1,842 ⁰⁸ |
| ALTERNATE # 2 : | 7,560 | 7,132 ⁰⁸ | 427 ⁹² |
| GRAND TOTAL | \$ 39,270 | \$ 37,000 | \$ 2,270 |

No Voucher Selected

Voucher Search

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BIZ Live

Finance > AP > Invoice Encumbrance

Options | Help

PO Details

PO No: **21804935** Encumbrance Amt: **829,212.73** Invoiced to Date: **487,581.79** Outstanding Encumbrance: **455,570.21**

PO Type: **Constr Contracts** PO Notes (Internal): PO Notes To Vendor: Paid to Date: **487,581.79**

PO Recv. Status: **Open** Rcv. Close Date: Receiving Notes: Vendor: **1324 - JON F SWIFT INC**

Req. Center: **9029 - FACILITIES SERVICES**

Invoice Details

Task: **51 - Blanket PO** Acctg. Date: **09/20/2018** Acctg. Period: **September, 2018**

Invoice Date: Due Date: Spread Method: **Prorate**

Invoice Description: **BAY HAVEN BLDG REPAIRS&REMODEL 2018 I** Matching Status: **NA - Not Applicable**

Vendor Information

Type: **Vendor** Name: **JON F SWIFT INC**

ID: **1324** Address1: **2221 6TH STREET**

Address2: Address3: City: **SARASOTA** State: **Florida**

Zip: **34237** Country: **USA**

Payment Information

Chk. Type: Fin. Inst. ID: Source: Chk. No.: Chk. Date: Status: Payment Method: **CK - Check**

Single Check Hold Payment

List

| Account No | Acct Bal | Enc Bal | Amount | Type | <input type="checkbox"/> FnlPay | Pay Exp | 1099 Type | Action |
|--------------------------|----------|------------|--------|---------|---------------------------------|---------|-----------|--------|
| 3370.7405.0660.0071.5542 | | 455,570.21 | | PartPay | | | | |
| <input type="checkbox"/> | | | | DirPay | | | | |
| <input type="checkbox"/> | | | | DirPay | | | | |
| <input type="checkbox"/> | | | | DirPay | | | | |
| <input type="checkbox"/> | | | | DirPay | | | | |
| <input type="checkbox"/> | | | | DirPay | | | | |
| <input type="checkbox"/> | | | | DirPay | | | | |

Outstanding Encumbrance: **455,570.21** Invoice Amount: **0.00** Account Total: **0.00** Item Details Total: **0.00**

Invoiced to Date: **487,581.79** Paid to Date: **487,581.79** Next PO No: