

**INDIAN RIVER COUNTY, FLORIDA  
MEMORANDUM**

**CONSENT**

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**TO:** Board of County Commissioners

**THROUGH:** John A. Titkanich, Jr., County Administrator  
Sean A. Lieske, Acting Public Works Director  
Kirstin Leiendecker, P.E., Assistant Public Works Director

**FROM:** Rob Skok, Infrastructure Project Manager

**SUBJECT:** Information Technology Office & Finance Office Remodel, IRC-2004 & 2205  
Release of Retainage and Change Order No. 1

**DATE:** January 16, 2024

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**DESCRIPTION AND CONDITIONS**

On August 29, 2023, the Board of County Commissioners awarded Bid No. 2023049 to Jim’s Complete Construction, LLC in the amount of \$241,050.00 to remodel a portion of the Information Technology Department (project area approximate 230 square feet) and the Finance Department (approximate project area 630 square feet) with the construction of new stud walls with drywall, paint, electrical, HVAC and flooring.

Change Order No. 1 is to make final adjustments to contract bid items for a decrease to the total contract price by \$31,486.00 for a final cost of \$209,564.00.

Jim’s Complete Construction, LLC has successfully completed the project and has been paid \$199,085.80, with \$10,478.20 held in retainage. Jim’s Complete Construction, LLC has submitted Contractor’s Application for Payment No. 4 for release of retainage in the amount of \$10,478.20 for a total of \$209,564.00.

**FUNDING**

Funding in the amount of \$10,478.20 is budgeted and available from the following account:

Optional Sales Tax/IT Department Renovation/Retainage – Jim’s Complete Construction	Account No. 315-206000-22043 \$4,126.34
Optional Sales Tax/Finance Dept/Retainage – Jim’s Complete Construction	Account No. 315-206000-22042 \$6,351.86

**RECOMMENDATION**

Staff recommends approval of Change Order No. 1 and payment of Contractor's Application for Payment No. 4 to Jim's Complete Construction, LLC in the amount of \$10,478.20 for release of retainage.

**ATTACHMENTS ARE AVAILABLE FOR VIEWING IN ENGINEERING DIVISION**

1. Change Order No. 1
2. Contractor's Application for Payment No. 4

**APPROVED AGENDA ITEM FOR FEBRUARY 6, 2024**