

**INDIAN RIVER COUNTY, FLORIDA
MEMORANDUM**

TO: Board of County Commissioners

THROUGH: John A. Titkanich, Jr., County Administrator
 Nancy A. Bunt, Assistant County Administrator
 Kirstin Leiendecker, P.E., Assistant Public Works Director
 Rob Skok, Infrastructure Project Manager

FROM: Jill Williams, Contract Support Specialist

SUBJECT: Change Order No 1
 Indian River County Tax Collector Floor Replacement (IRC-2411)

DATE: July 19, 2024

DESCRIPTION AND CONDITIONS

On August 20, 2024, the Board of County Commissioners awarded Bid No. 2024057 to Jim’s Complete Construction, LLC, in the amount of \$78,016.53 for the replacement of the Tax Collector’s office flooring from a residential grade to a commercial grade material. The project consists of replacement of the existing vinyl flooring (approximate 3,400 SF) and the vinyl wall base which will include the temporary relocation of portable cubicle workstations, demolition of the existing floor, cleaning and leveling the concrete floor prior to installation and reinstallation of all workstations.

Change Order No. 1 is a request by the Tax Collector, Carol Jean Jordan, to increase the area of the project by an additional 1,144 SF of new flooring for a total of approximately 4,544 SF. Jim’s Complete Construction, LLC has quoted a price of \$23,189.00 for the additional work. The new contract total will be \$101,205.53.

FUNDING

Funding for the entire project amount is available from the following:

Account Description	Account Number	Amount
Facilities Management/Maintenance – Tax Collector Flooring	00122019-034610-24021	\$101,205.53

RECOMMENDATION

Staff recommends approving Change Order No. 1, authorizing the Chairman to execute Change Order No. 1 authorizing the additional work to Jim’s Complete Construction in the amount of \$23,189.00 for a new contract total of \$101,205.53. No Public Construction Bond is necessary.

Change Order No. 1
Indian River County Tax Collector Floor Replacement (IRC-2411)
For September 24, 2024

ATTACHMENTS

Change Order No. 1

AGENDA ITEM FOR SEPTEMBER 24, 2024