

# Pinellas County

## Staff Report

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**File #:** 24-0049D, **Version:** 1

**Agenda Date:** 3/31/2024

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**Subject:**

Change Order No. 2 (final) with DS Jordan Construction, Inc. for New Freight Elevator in Terminal (PID #004352A).

**Recommended Action:**

Approval and execution by the County Administrator of Change Order No. 2 (final) with DS Jordan Construction, Inc. for New Freight Elevator in Terminal (PID #004352A).

- The Board of County Commissioners (Board) awarded this contract on April 26, 2022, in the amount of \$381,731.50.
- This contract provides a new service elevator in the terminal building along with associated structural and mechanical, electrical, and plumbing work.
- Change Order No. 2 (final) decreases the contract amount by (\$11,905.76) resulting from the difference between original estimated and final quantities used, the balance of unspecified work not used and releases all remaining retainage.
- Funding for this contract was budgeted under Installation of New Service Elevator Project 004352A, included in the Capital Improvement Plan, funded by the Airport Revenue and Operating Fund.

Contract No. 22-0115-CP decrease in the amount of (\$11,905.76), for a revised total contract in the amount of \$369,825.74.

**Strategic Plan:**

Foster Continual Economic Growth and Vitality

4.5 Provide safe and effective transportation systems to support the efficient flow of motorists, commerce, and regional connectivity

Deliver First-Class Services to the Public and Our Customers

5.2 Be responsible stewards of the public's resources

5.3 Ensure effective and efficient delivery of county services and support

**Summary:**

Per the Notice to Proceed, issued August 12, 2022, the contractor was required to commence work on or before August 27, 2022 and fully complete all work within one hundred eighty (180) consecutive calendar days (March 7, 2023 completion date).

Change Order #1 provided a time-only extension of an additional one hundred twenty-seven (127) days due to elevator manufacturer delays. The revised project completion date was by June 30, 2023. Additional delays including manufacturer and inspection delays, electrical discrepancies, and



hurricane Idalia caused substantial completion to be achieved on October 12, 2023.

The owner is not requesting liquidated damages due to the nature of these delays. As of October 12, 2023, final inspections have been conducted, punch list items have been completed and closeout documents have been provided and accepted for all work performed under the contract terms by the representatives of the Airport.

**Background/Explanation:**

This project provided the installation of a new service elevator in the terminal building along with associated structural and mechanical, electrical, and plumbing work.

**Fiscal Impact:**

Original Agreement amount: \$ 381,731.50

Change Order No.1 TIME-ONLY - No change in the total not to exceed.

Change Order No.2 FINAL (\$ 11,905.76)

Total contract in the amount of: \$ 369,825.74

Funding for this contract was budgeted under Installation of New Service Elevator Project 004352A, included in the Capital Improvement Plan, funded by the Airport Revenue and Operating Fund.

**Delegated Authority:**

Authority for the County Administrator to approve and execute this change order final is granted under Code Section 2-62(a)(3).

**Staff Member Responsible:**

Tom Jewsbury, Director, St. Pete-Clearwater International Airport

Merry Celeste, Division Director, Purchasing & Risk, Administrative Services

Joe Lauro, Director, Administrative Services

**Partners:**

N/A

**Attachments:**

Change Order No. 2 (final)





## CONSTRUCTION CHANGE ORDER NO. 2 (FINAL)

**PROJECT:** New Freight Elevator in Terminal (PID #004352A)  
**CONTRACT NO:** 22-0115-CP-MJ  
**AGREEMENT DATE:** April 26, 2022  
**COMMENCEMENT DATE:** August 12, 2022  
**OWNER:** Pinellas County  
**CONTRACTOR:** DS Jordan Construction, Inc.

### DESCRIPTION:

1. Release all remaining retainage.
2. Release final payment.
3. Decrease the Agreement by: (\$11,905.76)

### REASON FOR CHANGE:

Per the Notice to Proceed, (Issued August 12, 2022), the contractor was required to commence work on or before August 27, 2022 and fully complete all work within one hundred eighty (180) consecutive calendar (March 7, 2023 completion date).

Change Order #1 provided a time-only extension (due to elevator manufacturer delays) of an additional one hundred twenty-seven (127) days. The project was now to be complete by June 30, 2023.

Additional delays including manufacturer and inspection delays, electrical discrepancies, and hurricane Idalia caused substantial completion to be achieved on October 12, 2023.

The owner is not requesting liquidated damages due to the nature of these delays. As of October 12, 2023, final inspections have been conducted, punch list items have been completed and closeout documents have been provided and accepted for all work performed under the contract terms by the representatives of the Airport.

PLEASE ADDRESS REPLY TO:  
400 South Ft. Harrison, Sixth Floor  
Clearwater, Florida 33756  
Phone: (727) 464-3311  
FAX: (727) 464-3925  
Website: [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)





**CHANGE IN AGREEMENT PRICE:**

Original Agreement Amount:	\$ 381,731.50
Change Order No.1 TIME-ONLY - No change in the Agreement Price.	
Change Order No.2 FINAL	(\$ 11,905.76)
<b>Final Agreement Amount:</b>	<b>\$ 369,825.74</b>


The Contractor's acceptance of this Final Change Order shall be and shall operate as a release by the Contractor of all claims, whether known or unknown, (including, but not limited to, material, equipment, labor, overhead, fees, lost profits, and delay claims) the Contractor may have against the Owner for all things done or furnished in connection with the Project and for every act of the Owner and others relating to or arising out of the Project. Final payment by the Owner shall not release the Contractor or the Surety(ies) from any obligation under the Contract Documents for the Performance and Payment Bond or release the Contractor from any claims the Owner may have against the Contractor.

PINELLAS COUNTY, FLORIDA  
by and through its County  
Administrator

By:   
\_\_\_\_\_  
Barry A. Burton  
County Administrator

Date: February 16, 2024  
\_\_\_\_\_

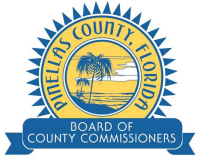
CONTRACTOR:

By:   
\_\_\_\_\_  
**Shelsea Pagliarulo; President**  
\_\_\_\_\_  
Type/Print Name and Title

**APPROVED AS TO FORM**

By:   
\_\_\_\_\_  
Office of the County Attorney





# Pinellas County

## Staff Report

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**File #:** 24-0514A, **Version:** 1

**Agenda Date:** 4/23/2024

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**Subject:**

Receipt and file report of purchasing items delegated to the County Administrator for the quarter ending March 31, 2024.

**Recommended Action:**

Accept the receipt and file report of purchasing items delegated to the County Administrator.

**Strategic Plan:**

Deliver First Class Services to the public and Our Customers.

5.3 Ensure effective and efficient delivery of county services and support.

**Summary:**

The Board of County Commissioners (Board) has delegated authority to the County Administrator to approve purchases and other purchasing related processes with the requirement that all approvals be submitted for receipt and file on a quarterly basis.

**Background Information:**

The County Administrator has delegated authority to award contracts up to \$250,000.00 in a fiscal or calendar year. For purchases initiated from State of Florida bids or negotiated contracts, the County Administrator has delegated authority to approve in any amount. The County Administrator has delegated authority to increase maintenance, repair and operating contracts in an amount not to exceed fifty percent (50%) of the amount previously approved by the Board subject to the same unit pricing, terms and conditions. The County Administrator has delegated authority to extend the term of Board approved contracts above the threshold of \$250,000.00 pending all prices, terms and conditions remain the same.

The County Administrator has delegated authority to approve change orders and amendments in an amount not to exceed \$250,000 or ten percent (10%), whichever is less, and to release retainage and close out construction type contracts when the change order does not exceed \$250,000.00 or ten percent (10%) of the total award, whichever is less.

The County Administrator also has delegated authority to approve emergency purchases up to \$250,000.00. Emergency purchases in excess of \$250,000.00 are approved by the County Administrator and entered into the minutes of the Board of County Commissioners via the receipt and file report.

Lastly, the County Administrator has delegated the authority for non-purchasing items pursuant to Section 2-62 in an amount not to exceed \$25,000.00 to the Director of Administrative Services.

**Fiscal Impact:**



The attached list contains approvals of competitive sealed bidding, Florida State contracts, master purchase agreement increases, emergency purchases, contract extensions, and items delegated to the Administrative Services Director as per County Code 2-62, 2-164, 2-176, 2-177, 2-178, 2-180, 2-181, 2-184 and 2-185.

**Staff Member Responsible:**

Barry A. Burton, County Administrator

Joe Lauro, Director, Administrative Services

Merry Celeste, Division Director, Purchasing & Risk, Administrative Services

**Partners:**

N/A

**Attachments:**

List of Purchasing items approved by the County Administrator and the Director of Administrative Services for quarter ending March 31, 2024.