

Request for Change Order

Obtaining goods and/or services before the change order is in violation of City of Deltona Purchasing Policy and Procedure No. 06. Change Orders must attain proper approvals and processed prior to accomplishing the change.

Date:	6/24/2022	Department:	196
PO #:	220093	Vendor:	Garganese, Weiss, D'Agresta & Salzman, PA
Change Order#:	1	Requestor:	Miron San Miguel
Acct. No.:	001196-523101	Extension:	8703
Cause for Revision: <u>Additional special magistrate services are requested due to the increase in code enforcement cases.</u>			
Add freight charges Increase/Decrease Blanket Purchase Order Maximum Expenditure			
Change in Contract Time:		Revised Completion Date:	

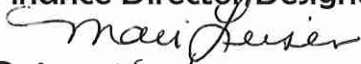
Original PO/Contract Price: \$ 12,600

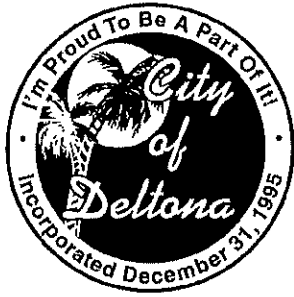
Previous Change Orders: \$ 0

This Change Order (+or-) \$ 18,000

Revised PO/Contract Price: \$ 30,600

Copy of original PO/previous Change Orders attached

Approvals	
Department Director: 	City Manager: (if applicable)
Date: <u>6/24/22</u>	Date:
Finance Director/Designee 	Approved by Commission on:
Date: <u>6/24/2022</u>	Date:

**City of Deltona**

2345 Providence Blvd.
Deltona, FL 32725
PH. (386) 878-8100
City Terms Net 30
Tax Exempt # 74-29-088372-54C
Tax ID# 59-3348668

Purchase Order

Fiscal Year 2022

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THIS NUMBER MUST APPEAR ON ALL INVOICES
PACKAGES AND SHIPPING BILLS

Purchase
Order #**220093 - 00**

Delivery must be made within doors of specified destination.

Authorized Representative:



GARGANESE, WEISS, D'AGRESTA &
SALZMAN, P.A.
PO BOX 2873
ORLANDO FL 32802-2873



ATTN: ENFORCEMENT SERVICES
2345 PROVIDENCE BLVD
DELTONA FL 32725

Vendor Phone Number		Vendor Fax Number		Requisition Number	
407-425-9566		407-425-9596		220188	
Date Ordered		Vendor Number		Delivery Reference	
10/06/2021		50403			
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price
	SPECIAL MAGISTRATE The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading Go to www.deltonafl.gov to see the Terms and Conditions of all purchase orders issued by the City of Deltona. The City uses www.demandstar.com to post bids and quotes				
1	MAGISTRATES FOR THE HEARINGS FOR CODE CASES	1.0	EACH	\$12,600.000	\$12,600.00

VENDOR COPY

P.O. Total

\$12,600.00

TRANSFER OF FUNDS

JE # 80342

Date:	5/11/2022	196	Code Compliance
Budget Transfer No.:	2022-049		

INCREASE (to)

1	Account No.	001196 523101	Amount:	\$	18,000
	Description	PROFESSIONAL SERVICES - OTHER			
2	Account No.		Amount:	\$	
	Description				
3	Account No.		Amount:	\$	
	Description				
4	Account No.		Amount:	\$	
	Description				

DECREASE (from)

1	Account No.	001196 524920	Amount:	\$	18,000
	Description	UNSAFE CONDITIONS ABATEMENT			
2	Account No.		Amount:	\$	
	Description				
3	Account No.		Amount:	\$	
	Description				
4	Account No.		Amount:	\$	
	Description				

Details of Transfer

To provide funding for Special Magistrate for hearings. Contract costs were changed by the Magistrate after budget was adopted due to increase in personnel.

Will this transfer cause a short fall within the decreased GL?	No	Initials: <i>RH</i>
Will this transfer cause a short fall within the overall department's Budget?	No	Initials: <i>RH</i>

APPROVALS

Department Head: <i>RAP</i>	Date: 5/11/22
Finance Director: <i>mLuse</i>	Date: 5/11/2022
Deputy City Manager (if applicable):	Date:
City Manager: <i>[Signature]</i>	Date: 5/11/22
City Commission Authorization: <i>attach documentation</i>	Date: