

## **Resolution No. 2025-3344**

**A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 relating to the Mellonville Drainage Project and a change order increasing Purchase Order #39982 pertaining to Universal Contracting and Construction, Inc.; providing for implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.**

**Whereas**, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2024 and terminating on September 30, 2025 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

**Whereas**, the City's budget presumes that each department generally will, to the best of their ability, maintain its expenditures within its allocated budgeted level and exercise prudence in expending funds during the course of the City's fiscal year; and

**Whereas**, from time-to-time circumstances and events may require that the original City budget may need revision such as with regard to a change order increasing Purchase Order #39982 relating to the Mellonville Drainage Project and the services of Universal Contracting and Construction, Inc.; and

**Whereas**, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events.

**Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:**

**Section 1. Adoption of Budget Amendment; Change Order Increasing Purchase Order #39982; Mellonville Drainage Project.**

The annual operating budget of the City of Sanford for the fiscal year beginning

October 1, 2024 and terminating on September 30, 2025 is hereby revised and amended by Attachment "A" with regard to a change order increasing Purchase Order #39982 relating to the Mellonville Drainage Project and the services of Universal Contracting and Construction, Inc. The Attachment is hereby incorporated into this Resolution as if fully set forth herein verbatim. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2024 and terminating on September 30, 2025 shall remain in full force and effect.

**Section 2. Implementing administrative actions.**

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate.

**Section 3. Savings.**

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities are hereby ratified and affirmed with regard to a change order increasing Purchase Order #39982 relating to the Mellonville Drainage Project and the services of Universal Contracting and Construction, Inc. and related procurement activities.

**Section 4. Conflicts.**

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

**Section 5. Severability.**

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

**Section 6. Effective Date.**

This Resolution shall become effective immediately upon enactment.

**Passed and adopted this** 10th day of February, 2025.

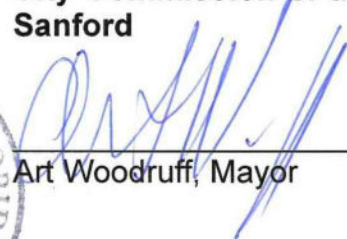
*Attest:*

**City Commission of the City of Sanford**

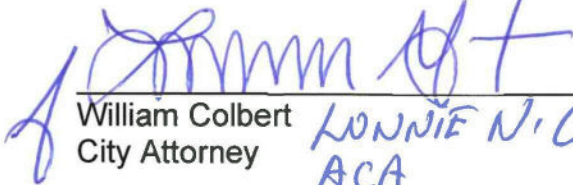


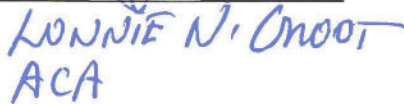
Traci Houchin, MMC, FCRM  
City Clerk



  
Art Woodruff, Mayor

For use and reliance of the Sanford  
City Commission only.  
Approved as to form and legality.

  
William Colbert  
City Attorney

  
LONNIE N. O'NEAL  
ACA

# ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2025  
Department: Public Works

Division: Admin

1/27/2025

**CHANGES IN REVENUES**

REVENUE ACCOUNT NUMBER					Current	Current	Amount of	Adjusted	
Fund	Revenue	Act Cd	Ele	Project #	Budget	Balance	Change	Unrealized	
138	0000	389	98	00	reserves	\$ 13,636,827	\$ 13,636,827	\$ 46,914	\$ 13,589,913
<b>TOTAL CHANGES IN REVENUES</b>							<b>\$ 46,914</b>		

**CHANGES IN EXPENDITURES**

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining	
Fund	Dpt/Div	Activity	Obj	Ele	Project #	Budget	Balance	Change	Balance	
138	4047	541	63	00	pw2209	Improvement other than building	\$ 4,650,000	\$ 2,173,098	\$ 46,914	\$ 2,220,012
<b>TOTAL CHANGES IN EXPENDITURES</b>							<b>\$ 46,914</b>			

REASON FOR AMENDMENT: change order 3 to mellonville drainage project

DIRECTOR APPROVAL: [Signature] DATE: 1-29-25

FINANCE APPROVAL: [Signature] DATE: 1/30/25

CITY MANAGER APPROVAL: [Signature] DATE: 1/30/25

CITY COMMISSION AGENDA DATE: 2-10-2025 APPROVED Y

**FOR FINANCE USE**

Entry Date: \_\_\_\_\_ Batch Number: \_\_\_\_\_ Document #: \_\_\_\_\_



**CHANGE ORDER FORM**

Change Order No. 3 Purchase Order No. 039982  
 Project Title Mellonville Avenue Drainage Improvements  
 Bid No. IFB 22/23-05  
 Owner: City of Sanford, Florida  
 Contractor: Universal Contracting and Construction Inc.  
 Agreement Date: 03.07.2024

This Change Order is necessary to cover changes in the work to be performed under this Agreement. The GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS, and STANDARD SPECIFICATIONS apply to and govern all work under this Change Order.

**THE FOLLOWING CHANGES ARE MADE TO THE CONTRACT DOCUMENTS:**

1. Original Contract Price	<u>\$ 1,815,329.19</u>
2. Current Contract Price (Adjusted by Previous Change Orders)	<u>\$ 1,937,155.90</u>
3. Total Proposed Change in Contract Price	<u>\$ 46,913.25</u>
4. New Contract Price (Item 2 + Item 3)	<u>\$ 1,984,069.15</u>
5. Original Contract Time (Notice to Proceed to Substantial Completion)	<u>305 Days</u>
6. Current Contract Time (Adjusted by Previous Change Orders)	<u>431 Days</u>
7. Current Subst. Completion Date (Adjusted by Previous Change Orders)	<u>05.07.2025</u>
8. Total Proposed Change in Contract Time	<u>14 Days</u>
9. New Contract Time (Item 6 + Item 8)	<u>445 Days</u>
10. New Contract Substantial Completion Date (Item 7 + Item 8)	<u>05.25.2025</u>
11. Current Final Completion Date (Adjusted by Previous Change Orders)	<u>07.07.2025</u>
12. Current Contract Time From Substantial Completion to Final Completion	<u>Days</u>
13. Total Proposed Change in Contract Time Subst. to Final Completion	<u>Days</u>
14. New Contract Time to Subst. Final Completion (Item 12 + Item 13)	<u>Days</u>
15. New Contract Final Completion Date (Item 11 + Item 14)	<u>07.21.2025</u>



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## CHANGES ORDERED

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### ITEM 1

**Description of Change:**            **Bonding**

**Reason for Change:**    Change in contract price increasing bonding costs at 4.5%

CO1 - \$2,211.74

CO2 - \$3,270.55

CO3 - \$1,784.10

**Change in Contract Price:**    **\$7,266.39**

**Change in Contract Time:**    **0 (zero)**

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### ITEM 2

**Description of Change:**            **Mobile Office and Port-o-potty Fees**

**Reason for Change:**            Change in contract time from CO1 and CO2

**Change in Contract Price:**    **\$1,521.54**

**Change in Contract Time:**    **0 (Zero)**

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### ITEM 3

**Description of Change:**            **MOT Fees**

**Reason for Change:**            Change is contract time and additional MOT for Gas line relocation, also additional MOT for delay in EOR responses on RWM and plan revisions.

**Change in Contract Price:**    **\$6,000.00**

**Change in Contract Time:**    **0 (Zero)**

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#### ITEM 4

**Description of Change:** **Surveying Fees**

**Reason for Change:** (\$1,800/site visit) EOR requested survey of RWM/CAD (\$3,600) and Confirmation of elevations of project along Washington Ave.(\$1,440) PD-21 new layout, PD-01 new (\$540.00/box layout)

**Change in Contract Price:** **\$ 11,520.00**

**Change in Contract Time:** **2 Days**

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#### ITEM 5

**Description of Change:** **MILLING EXISTING ASPHALT PAVEMENT, 2" AVG DEPTH**

**Reason for Change:** Mellonville East Side 24'x41' = 110sy@\$6.00ea  
Mellonville West side (City Structures) 25'x18' = 50sy@\$6.00ea  
Waterline PD14 to West Mellonville = 28sy Total = 188sy@\$6.00ea

**Change in Contract Price:** **\$1,128.00**

**Change in Contract Time:** **2 days**

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#### ITEM 6

**Description of Change:** **0334 1 - SUPERPAVE ASPHALTIC CONCRETE (2" MIN)(SP 9.5)**

**Reason for Change:** Mellonville East Side 24'x41' = 110sy@\$16.50ea  
Mellonville West side (City Structures) 25'x18' = 50sy@\$16.50ea  
Waterline PD14 to West Mellonville = 28sy Total = 188sy@\$16.50ea

**Change in Contract Price:** **\$3,102.00**

**Change in Contract Time:** **2 days**

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#### ITEM 7

**Description of Change:** **0522 2 - CONCRETE SIDEWALK AND DRIVEWAY, 6" THICK**

**Reason for Change:** Apron on North @ STA 26+50 8" apron with footer = 44sy@\$95.00ea

**Change in Contract Price:** **\$ 4,180.00**

**Change in Contract Time:** **2 days**



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**ITEM 8**

**Description of Change:** 0520 1 10 - CONCRETE CURB & GUTTER, TYPE F

**Reason for Change:** East Corner Randolph and Crescent Curb Inlet 24+00 23LF @\$60.00ea  
West side Mellonville and Crescent 24+40 6LF @\$60.00ea  
Waterline from Randolph to Rosalia 24+50-25+00 10LF @\$60.00ea

**Change in Contract Price:** \$2,340.00

**Change in Contract Time:** 2 days

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**ITEM 9**

**Description of Change:** 0570 1 2 - PERFORMANCE TURF, SOD

**Reason for Change:** Curb Inlet at Randolph & Crescent 50sy @\$5.00ea  
Around City Provided Structures on Mellonville 28sy @\$5.00ea  
Water Pipe area W side of Mellonville/Rosalia 31sy @\$5.00ea  
South Inlet @ PD-14 81sy @\$5.00ea

**Change in Contract Price:** \$950.00

**Change in Contract Time:** 1 day

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**ITEM 10**

**Description of Change:** 0110 4 10 REMOVAL OF EXISTING CONCRETE(INCLD CURB AND GUTTER)

**Reason for Change:** East Corner Randolph & Crescent Curb Inlet 24+00 8SY @\$40.00ea  
West side Mellonville and Crescent 24+40 2SY @\$40.00ea  
Waterline from Randolph to Rosalia 24+50-25+00 4SY \$40.00ea

**Change in Contract Price:** \$560.00

**Change in Contract Time:** 1 day

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**ITEM 11**

**Description of Change:** 285706 - OPTIONAL BASE, BASE GROUP 06 (8" MIN)

**Reason for Change:** Mellonville East Side 24'x41' = 110sy  
Mellonville West side (City Structures) 25'x18' = 50sy  
Waterline PD14 to West Mellonville = 28sy Total = 188sy @\$32.39ea

**Change in Contract Price:** \$6,089.32

**Change in Contract Time:** 1 day



**ITEM 12**

**Description of Change:** 0160 4 - TYPE B STABILIZATION (12" MIN)

**Reason for Change:** Mellonville East Side 24'x41' = 110sy  
 Mellonville West side (City Structures) 25'x18' = 50sy  
 Waterline PD14 to West Mellonville = 28sy Total = 188sy@\$12.00ea

**Change in Contract Price:** \$2,256.00

**Change in Contract Time:** 1 day

CHANGE ORDER SUMMARY			
No.	Description	Change in Contract Price	Change in Contract Time
1	Bonding	\$7,266.39	0 days
2	Mobile Office and Port-o-potty Fees	\$1,521.54	0 days
3	MOT Fees	\$6,000.00	0 days
4	Surveying Fees	\$11,520.00	2 days
5	MILLING EXISTING ASPHALT PAVEMENT, 2" AVG DEPTH	\$1,128.00	2 days
6	0334 1 - SUPERPAVE ASPHALTIC CONCRETE (2" MIN) (SP 9.5)	\$3,102.00	2 days
7	0522 2 - CONCRETE SIDEWALK AND DRIVEWAY, 6" THICK	\$ 4,180.00	2 days
8	0520 1 10 - CONCRETE CURB & GUTTER, TYPE F	\$2,340.00	2 days
9	0570 1 2 - PERFORMANCE TURF, SOD	\$950.00	1 day
10	0110 4 10 REMOVAL OF EXISTING CONCRETE (INCLD CURB AND GUTTER)	\$560.00	1 day
11	285706 - OPTIONAL BASE, BASE GROUP 06 (8" MIN)	\$6,089.32	1 day
12	0160 4 - TYPE B STABILIZATION (12" MIN)	\$2,256.00	1 day
<b>TOTAL</b>	<b>\$ 46,913.25</b>	<b>Days</b>	<b>14 days</b>

**WAIVER** This Change Order constitutes full and mutual accord and satisfaction for the adjustment of the Contract Price and Contract Time as a result of increases or decreases in cost and time of performance caused directly and indirectly from the change. Acceptance of this Waiver constitutes an agreement between OWNER and CONTRACTOR that the Change Order represents an equitable adjustment to the Agreement and that CONTRACTOR shall waive all rights to file a Contract Claim or claim of any nature on this Change Order. Execution of this Change Order shall constitute CONTRACTOR's complete acceptance and satisfaction that it is entitled to no more costs or time (direct, indirect, impact, etc.) pursuant to this Change Order.

**APPROVAL AND CHANGE ORDER AUTHORIZATION**



CITY OF  
**SANFORD**  
FINANCE DEPARTMENT

The aforementioned change, and work affected thereby, is subject to all provisions of the original Agreement and specifically changed by this Change Order; and it is expressly understood and agreed that the approval of the Change Order shall have no effect on the original Agreement other than matters expressly provided herein.

ATTEST:

(Secretary)

1-23-25  
Date

(Corporate Seal)

Universal Contracting & Construction Inc.  
Contractor

Jason Wadsworth - CEO.

Printed Name and Title of Officer

By (Signature)

1-23-25  
Date

ATTEST:

Traudi Houchins, MMC, FIRM

(Signature) Traudi Houchins, MMC, FIRM  
City Clerk

2-10-2025  
Date

(Seal)



City of Sanford

Owner  
Art Woodruff, Mayor

Printed Name and Title

By (Signature)

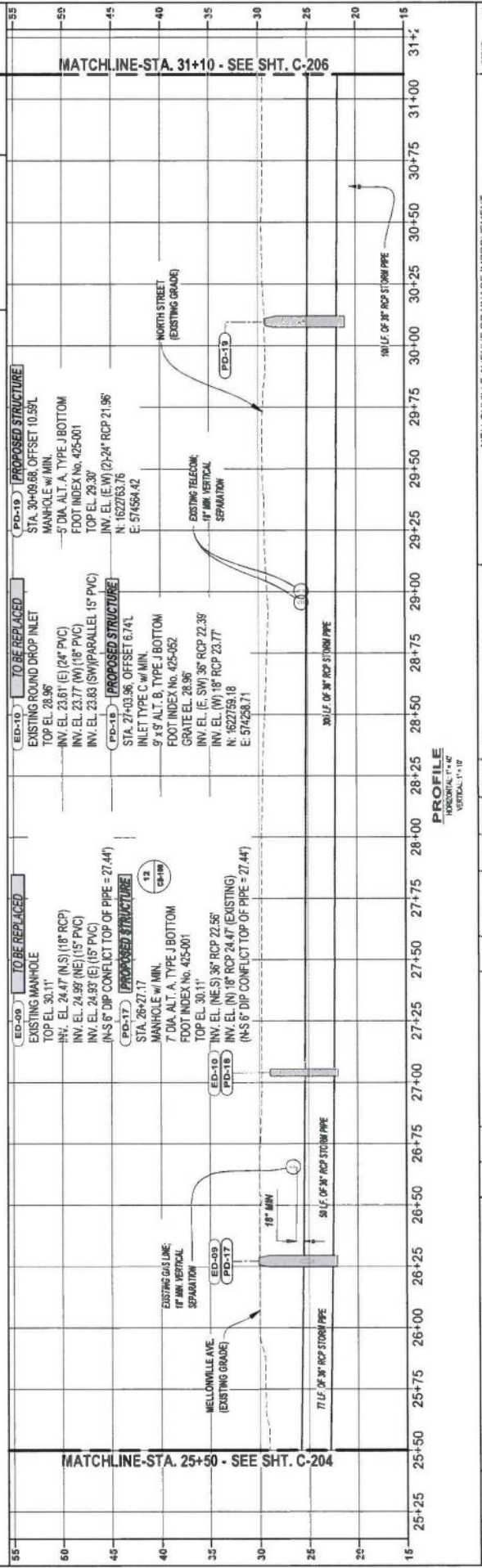
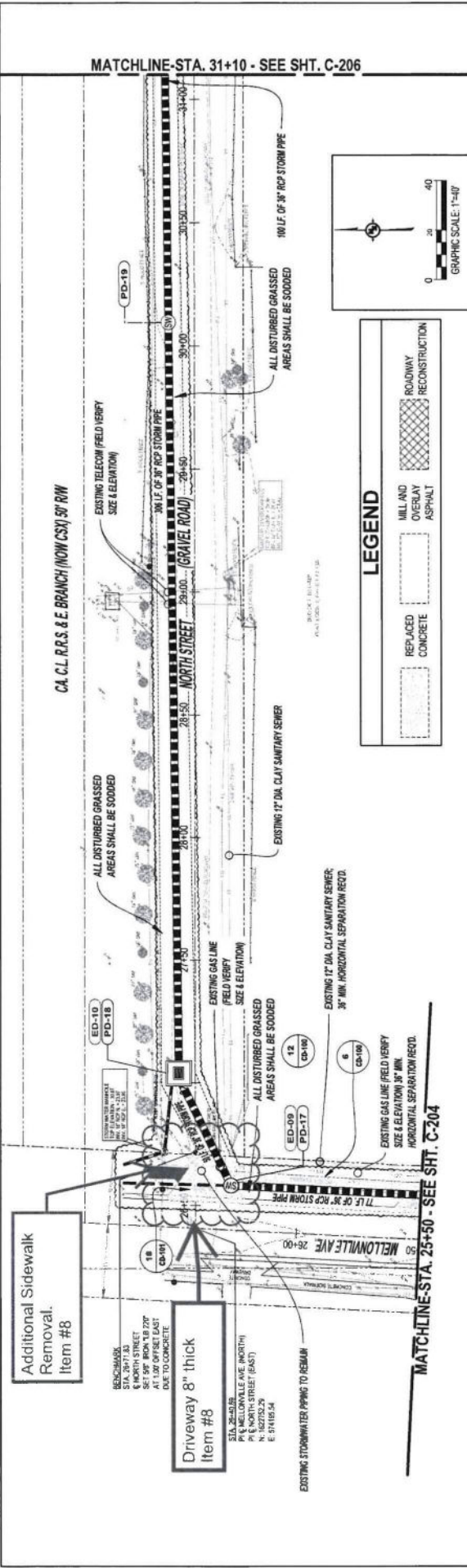
2-10-2025  
Date

Approved as to form and legality.

LONNIE N. CROOKS  
ASSISTANT CITY ATTORNEY

END OF SECTION





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**NEEL-SCHAFFER**  
 Civil Engineering  
 3100 W. 10th Street  
 Lincoln, NE 68502  
 Phone: (402) 441-8822  
 Fax: (402) 441-8823

DATE	DATE	DATE	DATE
05/02/23	05/02/23	05/02/23	05/02/23
MR	SC	SC	SC
DR	CH	AP	AP
DESIGNED	CHECKED	APPROVED	DATE

PROJECT: MELLONVILLE AVENUE DRAINAGE IMPROVEMENT  
 STA. 25+50 TO STA. 31+10

SCALE: AS SHOWN  
 SHEET NO. C-205  
 PROJECT NO. 18-1006-030

DATE FOR CONSTRUCTION DATE APPROVED

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VERIFY SCALE  
 DATE: 05/02/23  
 DRAWN BY: SC  
 CHECKED BY: SC  
 APPROVED BY: SC

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CITY OF  
**SANFORD**  
FLORIDA



**APPROVED**

WS \_\_\_\_ RM X

Item No. \_\_\_\_\_

**CITY COMMISSION MEMORANDUM 25-045  
FEBRUARY 10, 2025 AGENDA**

**TO:** Honorable Mayor and Members of the City Commission  
**PREPARED BY:** Jeff Davis, Public Works and Utilities Project Manager  
**SUBMITTED BY:** Norton N. Bonaparte, Jr., ICMA-CM, City Manager  
**SUBJECT:** Budget Amendment; Mellonville Drainage Project; Change Order Increasing Purchase Order #39982; Universal Contracting and Construction, Inc.; Resolution No. 2025-3344; \$46,913.25

**STRATEGIC PRIORITIES:**

- Unify Downtown & the Waterfront
- Promote the City's Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

**SYNOPSIS:**

Requesting to approve Resolution No. 2025-3344, implementing a budget amendment as well as the associated procurement activity/change order relating to Universal Contracting and Construction, Inc.

**FISCAL/STAFFING STATEMENT:**

Funding is available from 3<sup>rd</sup> Generation Sales Tax Reserves to fund the change order increasing Purchase Order #39982 issued to Universal Contracting and Construction, Inc. in an amount not to exceed \$46,913.25 increasing the expenditure from \$1,937,155.90 to \$1,984,069.15.

**BACKGROUND:**

The Mellonville Drainage Project is in process. There have been 12 work change directives which give rise to the need for the Change Order as follows:

1. Bonding – Change in contract price increasing the bonding cost at 4.5% - \$7,266.39.
2. Mobile office and Port-P-Potty fees – Change in contract time from change order 1 and 2 - \$1,521.54.
3. Maintenance of traffic (MOT) Fees – Change in contract and additional MOT for gas line relocation, also additional MOT for delay in environmental outcomes report responses and read-write memories (RWM) and plan revisions - \$6,000.
4. Surveying Fees – environmental outcomes report requested survey of RWM/computer-aided design. and confirmation of elevations. of project along Washington Ave, PD-21 new layout, PD-01 new - \$11,520

5. Milling existing asphalt pavement, 2" average depth - \$1,125.
6. Superpave asphaltic concrete (2" minimum) (SP 9.5) - \$3,102.
7. Concrete sidewalk and driveway, 6" thick - \$4,180.
8. Concrete curb and gutter, type F - \$2,340.
9. Performance Turf, Sod - \$950.
10. Removal of existing concrete (including curb and gutter) - \$560.
11. Optional Base, Base group 06 (8" minimum) - \$6,089.32.
12. Type B Stabilization (12" minimum) - \$2,256.

An additional 14 days of performance time was added to the contract time due to the work change directives.

**LEGAL REVIEW:**

The Assistant City Attorney has reviewed this matter and has no legal objection to the procurement activity, as proposed.

**RECOMMENDATION:**

City staff recommends that the City Commission approve Resolution No. 2025-3344, implementing a budget amendment as well as the associated procurement activity/change order.

**SUGGESTED MOTION:**

"I move that the City Commission approve Resolution No. 2025-3344, as proposed."

- Attachments:
- (1). Change Order.
  - (2). Resolution No. 2025-3344.
  - (3). Budget Amendment Form.