

## Purchase Order - Change Order Form

Inis Purchase Order #: 20250267-001

Legacy PO#: \_\_\_\_\_

Vendor Name: Florida Pool Fills Inc.

Date: 09/30/25

**Explanation of Change Request:** (Attach Commission approval, if the initial PO or change was approved by Commission)

Piggyback contract with Southeast FL Governmental Purchasing Cooperative with City of Sunrise, renewal of agreement effective date 3/26/2025 to 3/25/2026. On July 25, 2025 an amendment was made between Florida Pool Fills and City of Sunrise to revise the pricing due to cost changes in the industry from \$1.79/gallon to \$1.83/gallon. With this change order, will decrease Line 2 with unused qty of 1,595 at a current rate of \$1.79 and add Line 3 a qty of 4,650 at a new rate of \$1.83/gallon to pay for FY2025 outstanding invoices reflecting the new rate.

**Requested Change** (Cancel, Decrease, Increase, New Line, Other Change [Coding, Switching Quantity and Unit Price, etc.])

Requested Change	Line #	Quantity	Unit Price	Extended Price	Account Coding	Description
Decrease	2	(1,595.00)	\$ 1.79	\$ (2,855.05)	001-572-7001-552480-0000-	000-0000 Pool Chemicals & Supplies
New Line	3	4,650.00	\$ 1.83	\$ 8,509.50	001-572-7001-552480-0000-	000-0000 Pool Chemicals & Supplies

**Purchase Order Summary**

Description	Legacy PO	Munis (ERP PSI) PO	Total Amount
Commission Approved			
Original PO		\$ 24,012.00	\$ 24,012.00
Previous Change / %		\$ 487.00	\$ 487.00 2%
Current Change / %	Not Applicable	\$ 5,654.45	\$ 5,654.45 23.55%
Total Change / %	\$ -	\$ 6,141.45	\$ 6,141.45 25.58%
New PO Total	\$ -	\$ 30,153.45	\$ 30,153.45
Variance from Commission Approval		Not Applicable	Not Applicable

**Checklist** (Place state "Yes", "No" or "N/A" below)

No	Is this a request to close/cancel PO?	<p><b>Legacy Purchase Orders</b> (Note: For Legacy POs from SmartStream, the SmartStream PO must be attached to the Change Order. For new POs in the ERP, the system will automatically include the PO for you.)</p> <p>Is a copy of the Legacy Purchase Order Attached?</p>
N/A	Was the original approved by Commission	<p><b>Requesting Department Information</b></p> <p>Requester Name: <u>Imelda Wheatle</u></p> <p>Department: <u>Recreation</u></p> <p>Phone Number: <u>954-392-2133</u></p> <p>E-mail Address: <u>iwheatle@ppines.com</u></p>
N/A	If so, is Commission Approval Attached	
N/A	Was the change approved by Commission	
N/A	If so, is Commission Approval Attached	
N/A	Will this need to be ratified by Commission	

**§ 35.28 CHANGE ORDERS.**

(A) City Manager's authority. Subject to the restrictions contained in division (B) below, the City Manager or designee is authorized to approve and initial work on the following types of change orders determined in his or her judgment, to be in the public interest, as follows:

- (1) All change orders decreasing the cost of the contract to the city that do not materially alter the character of the work contemplated by the contract;
- (2) A change order where the total cost of the purchase does not exceed \$25,000; and/or
- (3) A change order to a purchase initially approved by the City Commission where the net change increases the cost of the contract to the city by an amount less than or equal to 5%; and/or
- (4) A change order to a purchase initially approved by the City Commission, on a unit price contract consisting of unit quantity increases at the unit price bid, which do not exceed 10% of the original unit quantity for each line item.

(B) Notwithstanding the provisions of division (A) above, the City Manager is not authorized to approve a change order without authorization of the City Commission where the initial purchase required the City Commission's approval and where the sum of all change orders issued under the contract exceeds 5% of the original contract amount or \$25,000.

**Examples:**

1. If you have a PO for \$5,000 (full contract amount), and the department requested to increase by \$3,000 (60%), but the total of the PO is less than \$25,000. It would not need the City Commission's approval.
2. If a PO is \$24,500 (full contract amount), and the department requested to increase by \$1,000 (4.08%). Even though it is only 4%, it still requires City Commission approval as the total will be over the \$25,000 threshold which requires Commission approval.
3. If a PO is \$300,000 (full contract amount), and the department requested to increase by \$16,000 (5.33%). This will require City Commission approval as it exceeds the 5% rule.
4. If a PO is \$1,000,000 (full contract amount), and the department requested to increase by \$26,000 (2.6%). This will require City Commission approval as it exceeds the 25,000 rule.