

DeKalb County
 Department of Purchasing and Contracting
 Change Order Request Form

User Department: Finance RFP No.: 18-500489 Effective Date: January 25, 2019 Contract APPROVED Amount: \$579,100.00	From: Purchasing & Contracting Title: Inventory of Capital Assets Expiration Date: December 31, 2021 Number of Renewals to Date: 0
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Contractor(s)	Contract No.	Agrees to Extend
HCA Asset Management	1136419	N/A

User Department Recommendation:

Funding for Change Order: \$60,000.00
 (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise SPLOST 3 Digit Fund Code 100
 CIP Line Item No. (if applicable): 104960. 82160. 521211. 01. 602090

Justification:

The change order stems from an increase in the field-time travel and data analysis associated with field data collection. The increase reflects the discovery of unlisted and unreported inventory collected. The additional \$60K is only for the first year cost of the contract agreement, increasing the original amount from \$379,100 to \$439,100. See attachment for specific details of the field work.

[Handwritten Signature]

Department Director Signature

[Handwritten Date]

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

[Handwritten Signature]

Purchasing and Contracting Signature

[Handwritten Date]

Date

HCA // CAPITAL ASSETS INVENTORY: CHANGE ORDER BREAKDOWN

TOTAL FUNDS	NOTES:
\$60,000	*Total cost year 1 of contract FY2019 100% = \$379,100 *NOTE* all service costs include professional travel expenses etc. Additional payment requested = \$60,000 New Year 1 Total = \$439,100

ADDITIONAL FUNDS	BREAKDOWN
\$30,000	1. Asset Inventory Buildings/Structures: : Original estimate 20% of total = \$75,820 effort/cost compensated to date \$75,820; quantitative analysis effort/cost is NOT reflective of time and effort for various reasons (see comments on email
-	2. Asset Inventory Machinery & Equipment: Original estimate 18% of total = \$68,238 effort/cost compensated to date \$68,238; quantitative analysis effort/cost is a reasonable reflection of effort and time; payment to HCA Asset
-	3. Asset Inventory Vehicles: Original estimate 14% of total = \$53,074 effort/cost compensated to date \$53,074; quantitative analysis effort/cost is a reasonable reflection of effort and time; payment to Bethea & Associates .
-	4. Asset Inventory Land: Original estimate 2% of total = \$7,582 effort/cost compensated to date \$7,582; quantitative analysis effort/cost is a reasonable reflection of effort and time; payment to HCA Asset Management .
\$20,000	5. Asset Inventory Infrastructure: Original estimate 20% of total = \$75,820 effort/cost compensated to date \$75,820; quantitative analysis effort/cost is NOT reflective of time and effort for various reasons (see comments on email chain
\$10,000	6. Policy and Procedure Development: : Original estimate 6% of total = \$22,746 effort/cost compensated to date \$22,746; quantitative analysis effort/cost is NOT reflect of time and effort for various reasons (see comments on email
-	7. HITS Software Training, software & equipment costs etc.: 9% of total = \$34,119 effort/cost compensated to date \$34,119; quantitative analysis effort/cost is a reasonable reflection of effort and time to be provided; payment(s) to HCA
-	8. Report Generation: 11% of total = \$41,701 effort/cost compensated to date \$41,701; quantitative analysis effort/cost is a reasonable reflection of effort and time to be provided; payment(s) to HCA Asset Management

HCA Asset Management
 Quantitative Analysis
 as of 9/6/19

Original -1st year Contract Price

\$379,100

	Original Estimate Counts	Actual Count	Variance	Over Original Estimate
Buildings/Structures Inventory	460	800	340	73.9%

	Original Estimate Hours	Actual Hours	Variance	Over Original Estimate
Infrastructure services	600	752	152	25.3%
Buildings/Structures Inventory	750	1096	346	46.1%

Year 1 - Contract costs	Cost Allocation	Original Estimate	Requested Adjustment	Over Original Estimate
Asset Inventory Buildings/Structures	20%	\$ 75,820.00	\$ 30,000.00	39.6%
Asset Inventory Machinery & Equipment:	18%	68,238.00		
Asset Inventory Vehicles	14%	53,074.00		
Asset Inventory Land	2%	7,582.00		
Asset Inventory Infrastructure	20%	75,820.00	20,000.00	26.4%
Policy and Procedure Development	6%	22,746.00	10,000.00	44.0%
HITS Software Training, software & equipment costs etc	9%	34,119.00		
Report Generation	11%	41,701.00		
Totals	100%	\$ 379,100.00	\$ 60,000.00	15.8%