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2-23-26



DUVAL COUNTY TAX COLLECTOR

Jim Overton
TAX COLLECTOR

231 E. FORSYTH ST., SUITE 200
JACKSONVILLE, FLORIDA 32202-3356

TO: Anna Brosche, Chair
Mayor's Budget Review Committee

APPROVED BY:
MAYOR'S BUDGET
REVIEW COMMITTEE

FROM: Jim Overton, Constitutional Officer
Duval County Tax Collector
Sherry Hall, Chief Administrative Officer
Duval County Tax Collector

DATE FEB 23 2026
[Signature]

DATE: February 10, 2026

**SUBJECT: MEMO TO REQUEST CHANGE ORDER INCREASE ON LEASE
BUILDOUT; NO INCREASE IN FUNDING REQUIRED**

Ordinance 2025-328-E authorized the lease and buildout of a Duval County Tax Collector office at 11160 Beach Blvd. The ordinance appropriated \$2,429,472 from Tax Collector interest earnings to fund the project. including the buildout, relocation expenses, office furniture/equipment and the first six months of rent. Under the lease agreement, the landlord serves as the contractor for the buildout, with a not-to-exceed amount of \$1,415,241 established for the landlord's portion of the construction costs. However, the legislation did not include a contingency to the landlord's portion of the buildout in the event that change orders become necessary. Following permitting and plan review, a change order in the amount of \$44,897.19 is required to complete the buildout. The proposed change order is attached. No additional appropriation or transfer of funds is required, as sufficient funding has already been appropriated within the total project budget. Accordingly, we are requesting authorization to amend the contract to allow for this change order, as well as authorization to approve any additional change orders provided that such change orders do not exceed the total amount appropriated for the project and do not exceed 10 percent of the contractor's originally authorized buildout costs.

TCI CONSTRUCTION CO.

1 Sleiman Parkway, Suite 100
Jacksonville, FL 32216
904-731-4875

Change Order



TCI
CONSTRUCTION CO.
DESIGN / BUILD - COMMERCIAL CONSTRUCTION

Project Name:	Tax Collector's Office	Change Order No:	1
Project Location:	Saint Johns Square	Change Order Date:	1/21/2026
Project No:	2556-06AT	Contract Date:	4/8/2026

All of the Contract Documents, including but not limited to, the Agreement General Conditions, Drawings, Specifications and all Addenda, Modifications and Change Orders issued pursuant thereto, shall be deemed amended and superseded by this Contract Modification and Change Order. Except as modified hereby, the Contract Documents remain in full force and effect. The Owner and Contractor do hereby agree to the following changes in the above referenced Contract.

Change Order Items	Price
1.) Add 3070 Single Entry Storefront door into Locker Room	\$4,059.00
2.) Add 3' X 3' Window in Asst Mgr to Storage Room	\$849.93
3.) Combine Computer Training and Future Office Rooms	(\$2,237.00)
4.) Change all bathroom floors from LVT to Porcelain tile	\$5,233.65
5.) Revise Electrical power plan	\$5,448.90
6.) Change HVAC System specification & quantity per Engineer	\$16,656.66
7.) Install R-11 batt insulation over entire ceiling in lieu of R-19 in contract	(\$3,853.00)
8.) Relocate (3) Public baths, add film, framing, drywall, delete partial roller shades	\$3,092.22
9.) Rearrange corridor to rear egress door for Fire Department (Walls, Doors, & Finishes)	\$7,565.73
10.) Additional TVs (electrical & Backing)	\$1,340.70
11.) Additional demolition required for wall that was to remain	\$1,845.00
12.) Add new ADA landing for new rear egress door	\$1,476.00
13.) Add (21) additional emergency fixtures	\$1,715.85
14.) Fire rating required over soffit not in original contract	\$1,703.55
Total	\$44,897.19

The Original Contract Sum was	\$1,415,241.00
Net changes by previous Change Orders	\$0.00
The Contract Sum will be increased by	\$44,897.19
The Contract Sum after this Change Order is	\$1,460,138.19

Contractor:
TCI Construction, CO.
1 Sleiman Parkway, Suite 100
Jacksonville, FL 32216

Owner:
Duval County Tax Collector Office
231 E Forsyth Street
Jacksonville, FL 32202

By: _____
Keith R Mitchell, PM

By: _____
Sherry Hall