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PROCUREMENT

Marion County FLORIDA PROCUREMENT SERVICES

PROJECT CLOSE OUT MEETING REQUEST FORM

Project Name	MCSO Jail Kitchen Dish Room
Project Code	SOC000021 ✓
Contract Number	20Q-161-TO-21 ✓
End-Using Dept.	Facilities
Project Budget	$775,000.00 ✓✓
Final Project Costs	$594,351.63
Remaining Funds	$180,648.37 ✓✓
Funding Restrictions (Grant, Etc.)	None
Construction Manager Name	Dinkins Construction LLC

Documentation Provided

Copy of Dept. Acceptance letter: ☐ Yes ☐ No

Date Final Request for Payment Received: Oct 9, 2023

Facilities Director/ Project Manager Signature: Jared Goodspeed

Administrative Use

Date Meeting Request Received:

Date of Project Close Out Meeting

Project Completion Certification (To be completed & signed during CPM):

Recommendation for Remaining Project Funds

Transfer $155,648.37 to SOC000031 - MCSO Jail Cell Window Replacement
Transfer $25,000.00 to SOC000022 - MCSO Jail Replace Booking Cabinets

Department Signature	1/8/24 Date	Procurement Services Signature	1-22-2024 Date
Facilities Management Signature	Date	Administration/Fiscal Signature	1/22/24 Date
Budget Signature	1-23-24 Date		

Rev 01/11