

CHANGE ORDER FORM

This form is to be used when a Purchase Order has a change in scope, amount or date. Amounts exceeding 10% of original award requires BCC approval. Some fields may not be applicable and may be left blank. Use your cursor to hover over a field for help.
*Please send completed and digitally signed form to **Procurement@marionfl.org***

Date: 3/6/2026 Department: Office of County Engineer Change Order #: 3

Additional Days Only

Is Board Action Required? Yes

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

E-TIP000024 -TIP ROADS -TRAILS DES-760G

Kimley Horn & Associates, Inc.
1700 SE 17th St, Suite 200
Ocala, FL 34471

PO Number: 02401732

GL Account Number (ORG/OBJECT):

BL760541-563220

Contract Amount: \$ 822,295.18

Project Account Number (If applicable):

NA

Have you sent Procurement the revised P&P Bond? Yes No N/A

Is the change order amount from Contingency? Yes No

Requesting Amount of Contingency:

\$ 0.00

JUSTIFICATION & DESCRIPTION OF CHANGE

This amendment revises the scope of services for TIP000024 to include the design of a proposed pedestrian crossover bridge at the Florida Northern Railroad. The amendment removes the optional Florida Scrub-Jay Survey, retaining wall design, and bidding/post-design services, and reallocates those funds to provide additional geotechnical services and structural design for a prefabricated pedestrian truss bridge, including ramps and support towers. The reallocated funding and the remainder of the bridge design costs results in a net contract increase of \$57,685. The amendment extends the contract duration 218 days.

** BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE**

Original Ordered Amount: _____ \$822,295.18

Current Ordered Amount (Not the balance): _____ \$838,025.18

The PO will be increased/decreased by this change order in the amount of: Increase Decrease \$ 57,685.00
 (Do not put contingency amount) _____

The new PO amount including this change order will be: \$895,710.18
 (PO amount will not change if it comes from contingency)(auto calculated) _____

Contract time will be Increased/decreased by _____ DAYS 218

Prior Substantial Completion Date: _____ Revised Substantial Completion Date: NA

Prior Final Completion Date: 7/31/2026 Revised Final Completion Date: 3/5/2027

Approval:

Douglas L Hinton 3/6/26
 Director/Designee Date

 Project Mgr. Date

 Administration (NEW amount is between \$25k - \$50k) Date

 Procurement: Date

BCC Approval (when applicable):

 Chairman, BCC Date

 Attest: Clerk of Court Date

 County Administrator Date

Reset Form

Email Form