

## 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: 7/7/2026 Department: Dunnellon Airport Change Order #: 1

☐ Additional Days Only

Is Board Action Required? Yes

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

25B-111

C W Roberts Contracting Inc  
4208 County Road 124A  
Wildwood, FL 34785

PO Number: \_\_\_\_\_

Contract Amount: \$ 5,398,185.00

GL Account Number (ORG/OBJECT):

BQ415542 - 563102

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

Project Account Number (If applicable):

MAC202202D

Is the change order amount from Contingency? Yes ☐ No ☐

Requesting Amount of Contingency: \_\_\_\_\_

### JUSTIFICATION & DESCRIPTION OF CHANGE

Add additional funding for environmental relocation of gopher tortoises

Line 4 - BQ415542 - 563102 MAC202202D 415GF - \$142,500.00

Line 5 - BQ415542 - 563102 MAC202202D 415GS - \$6000.00

Line 6 - BQ415542 - 563102 MAC202202D 415 - \$1500.00

*\* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE \**

Original Ordered Amount: \_\_\_\_\_ \$3,615,740.43

Current Ordered Amount (Not the balance): \_\_\_\_\_ \$3,615,740.43

The PO will be increased/decreased by this change order in the amount of: ☒ Increase ☐ Decrease \$ 150,000.00  
(Do not put contingency amount) \_\_\_\_\_

The new PO amount including this change order will be: \$3,765,740.43  
(PO amount will not change if it comes from contingency)(auto calculated) \_\_\_\_\_

Contract time will be Increased/decreased by \_\_\_\_\_ DAYS

Prior Substantial Completion Date: \_\_\_\_\_ Revised Substantial Completion Date: NA

Prior Final Completion Date: \_\_\_\_\_ Revised Final Completion Date: NA

Approval:

BCC Approval (when applicable):

[Signature]  
Director/Designee

7/7/26  
Date

\_\_\_\_\_  
Chairman, BCC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Mgr.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Clerk of Court

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement:

\_\_\_\_\_  
Date

Reset Form

Email Form

Revised 10/2025