

Procurement:

Marion County Board of County Commissioners

Procurement Services

2631 SE Third St. Ocala, FL 34471 Phone: 352-671-8444 Fax: 352-671-8451

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 signed form to **Procurement@marionfl.org**

Date 10/12/2024 Department	Solid Waste	Cha	ange Order # 1
Additional Days Only Is Board A	ction Required? Yes		
		Contractor/Vendor (Name & Address):	
Bid/Contract/Quote Number & Project Title: 21P-060		Tetra Tech Inc	
217-000		2301 Lucien Way, Suite 120 Maitland, FL 32751	
PO Number: 2500287		Vendor #516	
Contract Amount:		GL Account Number (CZA423534-534101	ORG/OBJECT):
Have you sent Procurement the revised P&P Bond? Yes ☐ No ☐ N/A ☒ s the change order amount from Contingency? Yes ☐ No ☒		Project Account Number (If applicable): 10MILTON	
is the change order amount from contingency:		Requesting Amount of Contingency:	
JUSTIFICATION & DESCRIPTION OF CHANGE			
Request to add \$10,000 to purchase order to cover costs associated with debris removal following Hurricane Milton.			
* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*			
Original Ordered Amount:			\$30,000.00
Current Ordered Amount (Not the balance):			\$30,000.00
The PO will be increased/decreased by this change order in the amount of: (Do not put contingency amount) Increase Decrease			\$10,000.00
The new PO amount including this change order will be: (PO amount will not change if it comes from contingency)(auto calculated)			\$40,000.00
Contract time will be Increased/decreased by DAYS			
Prior Substantial Completion Date	Revised Subs	Revised Substantial Completion Date	
Prior Final Completion Date	Revised Final	Revised Final Completion Date	
Approval:	BCC Approv	val (when applicable):	
Xaleitalleyer 10-12	24		
Director/Designee Date	Chairman, BC	CC	Date
Project Mgr. Date	Attest: Clerk o	Attest: Clerk of Court	
Administration (NEW amount is between \$25k - \$50k) Date County Administrator		Date	

Date