

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: <u>6/29/2026</u>	Department: <u>Parks</u>	Change Order #: <u>3</u>
☐ Additional Days Only	Is Board Action Required? <u>Yes</u>	Contractor/Vendor (Name & Address):
Bid/Contract/Quote Number & Project Title: <u>23Q-087-TO-06</u>		Kimley-Horn & Associates 101 E Silver Springs Blvd Ocala FL 34470
PO Number: <u>02400547</u>		GL Account Number (ORG/OBJECT): <u>CR362572-563102</u>
Contract Amount: <u>\$ 133,395.00</u>		Project Account Number (If applicable): <u>PRC000031</u>
Have you sent Procurement the revised P&P Bond? Yes ☐ No ☐ N/A ☒		Requesting Amount of Contingency:
Is the change order amount from Contingency? Yes ☐ No ☒		

JUSTIFICATION & DESCRIPTION OF CHANGE

This change order is to increase funding to Line 1 CR362572-563102 to pay for additional services that were not included in the initial agreement. Additional services include floating dock pile redesign and additional construction phase support services required to finish this project.

Increase Line 1: \$33,100

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

Original Ordered Amount:	\$133,395.00
Current Ordered Amount (Not the balance):	\$133,395.00
The PO will be increased/decreased by this change order in the amount of: (Do not put contingency amount)	☒ Increase ☐ Decrease \$ 33,100.00
The new PO amount including this change order will be: (PO amount will not change if it comes from contingency)(auto calculated)	\$166,495.00
Contract time will be Increased/decreased by	DAYS 143
Prior Substantial Completion Date: <u>3/3/2026</u>	Revised Substantial Completion Date: <u>7/24/2026</u>
Prior Final Completion Date: <u>3/10/2026</u>	Revised Final Completion Date: <u>7/31/2026</u>

Approval:

Director/Designee

Project Mgr.

Date

Date

BCC Approval (when applicable):

Chairman, BCC

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