



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 08/21/2024 Department Utilities Change Order # 1

☐ Additional Days Only

Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:
20Q-074-TO-18, Dsgn Svcs for Water & Sewer Utility Ext. for I-75 Intchg

PO Number: 02300714

Contract Amount: \$98,813.00

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

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

Contractor/Vendor (Name & Address):

Alan Garri, P.E.
Kimley Horn and Associates Inc.
101 E Silver Springs Blvd
Ocala, FL 34470

GL Account Number (ORG/OBJECT):
ZF448536-563102 UTC000059

Project Account Number (If applicable):

Requesting Amount of Contingency:

JUSTIFICATION & DESCRIPTION OF CHANGE

Consultant will recover additional engineering fees expended during the initial task order as authorized by Marion County Utilities to support the project after the FDOT revised the project format to design-build (DB). In addition, the consultant will continue ongoing coordination with FDOT during the DB process, including minor revisions to plans as needed by the FDOT DB team. The FDOT project changed to design-build towards the end of our utility design efforts led by Kimley Horn. To maintain schedule, Kimley Horn was directed to expend additional efforts as needed.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount:

\$98,813.00

Current Ordered Amount (Not the balance):

\$98,813.00

The PO will be increased/decreased by this change order in the amount of:
(Do not put contingency amount)

Increase ☒
Decrease ☐

\$44,040.00

The new PO amount including this change order will be:
(PO amount will not change if it comes from contingency)(auto calculated)

\$142,853.00

Contract time will be Increased/decreased by _____ DAYS

Prior Substantial Completion Date

Revised Substantial Completion Date

Prior Final Completion Date

Revised Final Completion Date

Approval:

Director/Designee

Date

Project Mgr.

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

Revised 7/2024v2