



PROCUREMENT SERVICES

### 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: 2/20/2026 Department: Office of County Engineer Change Order #: 4

Additional Days Only

Is Board Action Required? Yes

Contractor/Vendor (Name & Address):  
Kittelson & Associates, Inc.  
225 E Robinson St  
Suite 335  
Orlando, FL 32801

Bid/Contract/Quote Number & Project Title:  
23Q-225 TIP000022 CR475A Improvements

PO Number: 02401106

GL Account Number (ORG/OBJECT):  
BM761541 - 563221

Contract Amount: \$ 1,481,953.00

Project Account Number (If applicable):  
\_\_\_\_\_

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:  
\_\_\_\_\_

#### JUSTIFICATION & DESCRIPTION OF CHANGE

Requesting change order to TIP000022 (PO#2401106). The contract for CR 475A-Task A has identified the need for original optional task of Pumping analysis to be required . The Change order in the amount of \$113,360.00 will cover, Kittleson & Associates to quantify expected runoff and flood impact in a storm event, analyze and quantify the impact of existing DRA, analyze pumping scenario and identify a feasible pump selection, develop a recommended operating procedure for city to follow during pumping operations.

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

Original Ordered Amount: \_\_\_\_\_ \$1,481,953.00

Current Ordered Amount (Not the balance): \_\_\_\_\_ \$1,560,128.00

The PO will be increased/decreased by this change order in the amount of: \_\_\_\_\_  
(Do not put contingency amount)  Increase  Decrease \$ 113,360.00

The new PO amount including this change order will be: \_\_\_\_\_  
(PO amount will not change if it comes from contingency)(auto calculated) \$1,673,488.00

Contract time will be Increased/decreased by \_\_\_\_\_ DAYS 0

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

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

#### Approval:

Douglas R. Hinton 2/15/26  
Director/Designee Date

[Signature] 2/125/26  
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