

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: 7/8/2026 Department: Parks Change Order #: 15

☐ Additional Days Only

Is Board Action Required? Yes ☐ No ☐ N/A ☒

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

218478 Rotary Sportsplex Field Improvements

Daly & Zilch, Inc
305 S Salisbury Terr. Ste A
Lecanto, FL 34461

PO Number: 2501146

Contract Amount: \$ 2,121,289.74

GL Account Number (ORG/OBJECT):

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

Project Account Number (If applicable):

PRC202201

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

Requesting Amount of Contingency:

\$ 40,514.40

JUSTIFICATION & DESCRIPTION OF CHANGE

This change order is to increase funds to Line 2 and Line 4 to pay for the installation of two 20' long x 13' high scoreboards at Advent Fields.

Increase Line 2 - \$97,490.49 - AA361572-563102

Increase Line 4 - \$3,337.11 - AA715572 - 563102

** BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE**

Original Ordered Amount: \$2,121,289.74

Current Ordered Amount (Not the balance): \$2,121,289.74

The PO will be increased/decreased by this change order in the amount of: ☒ Increase ☐ Decrease \$ 100,827.60
(Do not put contingency amount)

The new PO amount including this change order will be: \$2,222,117.34
(PO amount will not change if it comes from contingency)(auto calculated)

Contract time will be Increased/decreased by 120 DAYS

Prior Substantial Completion Date: 5/21/2026 Revised Substantial Completion Date: 9/18/2026

Prior Final Completion Date: 7/5/2026 Revised Final Completion Date: 11/1/2026

Approval:

Director/Designee

7/8/2026
Date

BCC Approval (when applicable):

Chairman, BCC

Date

Project Mgr.

7/08/2026
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