

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: 2/14/2025 Department: Solid Waste Change Order #: 4

Additional Days Only

Is Board Action Required? Yes No N/A

Contractor/Vendor (Name & Address):

Stantec Consulting Services Inc
13980 Collections Center Dr
Chicago, IL 60693

Bid/Contract/Quote Number & Project Title:

18P-017

GL Account Number (ORG/OBJECT):

ZA423534-531109

PO Number: 2401661

Contract Amount: _____

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

Request to increase PO by \$43,030 to accommodate expanded project scope, including financial model adjustments, additional scenarios and additional meetings with staff

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount: _____ \$42,500.00

Current Ordered Amount (Not the balance): _____ \$69,685.00

The PO will be increased/decreased by this change order in the amount of: _____
(Do not put contingency amount) Increase Decrease \$ 43,030.00

The new PO amount including this change order will be: _____
(PO amount will not change if it comes from contingency)(auto calculated) \$112,715.00

Contract time will be Increased/decreased by _____ DAYS

Prior Substantial Completion Date: _____ Revised Substantial Completion Date: NA

Prior Final Completion Date: _____ Revised Final Completion Date: NA

Approval:

Karen Daleson 2/14/2025
Director/Designee Date

BCC Approval (when applicable):

Chairman, BCC Date

Project Mgr. Date

Attest: Clerk of Court Date

Administration (NEW amount is between \$25k - \$50k) Date

County Administrator Date

Bekky Jayne 2-17-25
Procurement: Date

Reset Form

Email Form