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 10/12/2024 Department Solid Waste Change Order # 1

☐ Additional Days Only Is Board Action Required? Yes

Contractor/Vendor (Name & Address):
Tetra Tech Inc
2301 Lucien Way, Suite 120
Maitland, FL 32751
Vendor #516

Bid/Contract/Quote Number & Project Title:
21P-061

PO Number: 2500286

Contract Amount:

GL Account Number (ORG/OBJECT):
ZA423534-534101

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

Project Account Number (If applicable):
10MILTON

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

Requesting Amount of Contingency:

JUSTIFICATION & DESCRIPTION OF CHANGE

Request to add $350,000 to purchase order to cover costs associated with debris removal following Hurricane Milton.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount:	$50,000.00
Current Ordered Amount (Not the balance):	$50,000.00
The PO will be increased/decreased by this change order in the amount of: (Do not put contingency amount) — Increase ☒ Decrease ☐	$350,000.00
The new PO amount including this change order will be: (PO amount will not change if it comes from contingency)(auto calculated)	**$400,000.00**
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:

Lauri Pedersen 10-12-24
Director/Designee Date

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