



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.

Date 03/31/2025 Department Utilities Change Order # 1

☐ Additional Days Only

Is Board Action Required? No

Bid/Contract/Quote Number & Project Title:
24pb-295

Contractor/Vendor (Name & Address):

National Metering Services, Inc.
163 Schulyer Ave
Kearney, NJ 07032

PO Number: 2500204

Contract Amount: _____

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

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

Project Account Number (If applicable):
UTC000120

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

Requesting Amount of Contingency: _____

JUSTIFICATION & DESCRIPTION OF CHANGE

To increase the purchase order to the contracted amount mentioned in the August 2024 procurement request, as approved by the County Administrator

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount:	\$18,000.00
Current Ordered Amount (Not the balance):	\$18,000.00
The PO will be increased/decreased by this change order in the amount of: (Do not put contingency amount)	Increase <input checked="" type="checkbox"/> Decrease <input type="checkbox"/>
The new PO amount including this change order will be: (PO amount will not change if it comes from contingency)(auto calculated)	\$27,000.00
	\$45,000.00
Contract time will be Increased/decreased by _____ DAYS	
Prior Substantial Completion Date <input type="text"/>	Revised Substantial Completion Date <input type="text"/>
Prior Final Completion Date <input type="text"/>	Revised Final Completion Date <input type="text"/>

Approval:

Director/Designee

Date

Project Mgr.

Date

Administration (If Applicable)

Date

Procurement:

Date

BCC Approval (when applicable):

Chairman, BCC

Date

Attest: Clerk of Court

Date

County Administrator

Date

Revised 7/2024