



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 05/16/2025 Department Utilities Change Order # 1

☐ Additional Days Only

Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:
23Q-067

PO Number: 2301458

Contract Amount: _____

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

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

Contractor/Vendor (Name & Address):

Kimley Horn and Associates, Inc
101 E Silver Springs Blvd, Suite 400
Ocala, FL 34470

GL Account Number (ORG/OBJECT):

ZF448536 - 563102 *me*

Project Account Number (If applicable):

UTC000202 *me*

Requesting Amount of Contingency: _____

JUSTIFICATION & DESCRIPTION OF CHANGE

Marion County Utilities (MCU) has requested a change in scope in the engineering design of this project. Since the project began, MCU has received a grant from the Florida Department of Environmental Protection, and has set up a new project string for these costs. This request is to add a second line with the project string UTC000202-CIP UTILITY-NEWINF CNS-448 in the amount of \$77,887.50

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount: _____

\$357,280.00

Current Ordered Amount (Not the balance): _____

\$357,280.00

The PO will be increased/decreased by this change order in the amount of:
(Do not put contingency amount)

Increase ☒

Decrease ☐

\$77,887.50

The new PO amount including this change order will be:

(PO amount will not change if it comes from contingency)(auto calculated)

\$435,167.50

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:

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