

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: 3/6/2025 Department: Fire Rescue Service Change Order #: _____

☐ Additional Days Only

Is Board Action Required? No yes

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

FLORIDA SHERIFFS CONTRACT#FSA20-VEF14.01

ETR LLC
212 HICKMAN DR
SANFORD, FL 32771

PO Number: 02300859-003

Contract Amount: _____

GL Account Number (ORG/OBJECT):

VJ733526-564101

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

Project Account Number (If applicable): _____

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

Requesting Amount of Contingency: _____

JUSTIFICATION & DESCRIPTION OF CHANGE

Department approved additional specifications that were needed for this equipment re-chassis.
Vendor Change Order Number#R-24-10191A

** BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE **

Original Ordered Amount: _____ \$302,256.00

Current Ordered Amount (Not the balance): _____ \$302,256.00

The PO will be increased/decreased by this change order in the amount of: ☒ Increase ☐ Decrease \$ 5,200.00
(Do not put contingency amount) _____

The new PO amount including this change order will be: \$307,456.00
(PO amount will not change if it comes from contingency)(auto calculated) _____

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:

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

Procurement:

Date

Reset Form

Email Form

Revised 10/2024