

## 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](mailto:Procurement@marionfl.org)*

Date: 2/27/2026 Department: Tourist Development Change Order #: 1

Additional Days Only Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:  
21P-166-CA-01

Contractor/Vendor (Name & Address):  
6751 PROFESSIONAL PKWY  
STE 200  
SARASOTA FL 34240

PO Number: 2600192

Contract Amount: \$ 1,650,000.00

GL Account Number (ORG/OBJECT):  
CP155552-548101

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

Project Account Number (If applicable):  
106AME250-OPR TOURS (

Is the change order amount from Contingency? Yes  No

Requesting Amount of Contingency:

### JUSTIFICATION & DESCRIPTION OF CHANGE

Miles Partnership LLLP will provide specific strategic media planning & placement relative to America 250; The America 250 Campaign will leverage a multi-channel marketing approach to promote Ocala/Marion County as a patriotic, family-friendly destination. The program will align with the county's community events — while inspiring drive-market visitation leading into Independence Day 2026. This portion of the plan will seek to leverage social media content creation to drive tourism generation in time frame of March - July, 2026. Includes hard costs of \$52,500 plus 11% mgmt fee as dictated in 21P-166-CA-01

*\*BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE\**

Original Ordered Amount: \_\_\_\_\_ \$1,650,000.00

Current Ordered Amount (Not the balance): \_\_\_\_\_ \$1,650,000.00

The PO will be increased/decreased by this change order in the amount of: \_\_\_\_\_  
(Do not put contingency amount)  Increase  Decrease \$ 58,275.00

The new PO amount including this change order will be:  
(PO amount will not change if it comes from contingency)(auto calculated) \_\_\_\_\_ \$1,708,275.00

Contract time will be Increased/decreased by \_\_\_\_\_ DAYS 0

Prior Substantial Completion Date: \_\_\_\_\_ Revised Substantial Completion Date: NA

Prior Final Completion Date: \_\_\_\_\_ Revised Final Completion Date: NA

#### Approval:

**Sky Wheeler** Digitally signed by Sky Wheeler  
Date: 2026.03.11 10:51:25 -04'00'  
\_\_\_\_\_  
Director/Designee Date

**Sky Wheeler** Digitally signed by Sky Wheeler  
Date: 2026.03.11 10:51:48 -04'00'  
\_\_\_\_\_  
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