



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 03/19/2024 Department Tourist Development Change Order # 1

Additional Days Only Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:
18P021CA03

Vendor (Name & Address):
Tempest
30 South 15th Street
Suite 1001
Philadelphia, PA 19102

Project Code: _____

PO Number: 2400360

Contract Amount: \$96400.00

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

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

Contingency Amount Using (if requesting use): _____

Is the change order amount from Contingency? Yes No

JUSTIFICATION & DESCRIPTION OF CHANGE

The rebuilt OcalaMarion.com launched on 2/29/2024. As part of the rebuild, a new back end platform is needed to facilitate all of the updated graphics and functionality of the site. This was addressed in the overall contract, but not previously encumbered via purchase order. The cost is \$1,000 per month for March - September 2024.

Add new line item per email. \$7,000/CP155552-548101

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount: _____	\$96,400.00
Current Ordered Amount (Not the balance): _____	\$96,400.00
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"/> \$7,000.00
The new PO amount including this change order will be: (PO amount will not change if it comes from contingency)(auto calculated) _____	\$103,400.00
Contract time will be Increased/decreased by _____ DAYS	0
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:
[Signature] 3/20/24
Director/Designee Date

BCC Approval (when applicable):

Chairman, BCC Date

[Signature] 3/20/2024
Project Mgr. Date

Attest: Clerk of Court Date

Administration (If Applicable) _____ Date

County Administrator Date

Procurement: _____ Date