



PROCUREMENT SERVICES

### 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: 2/3/2026 Department: Information Technology Change Order #: 7

Additional Days Only

Is Board Action Required? Yes

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

EZYPA Operations, LLC  
1260 Grimes Ranch Court  
Austin, TX 78732

24P-264 SELP Baillie Arena Public Address Sound System

PO Number: 2500800

GL Account Number (ORG/OBJECT):  
AA718572-563102

Contract Amount: \$ 197,120.00

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

LPC202304

Requesting Amount of Contingency:

\$ 1,070.00

#### JUSTIFICATION & DESCRIPTION OF CHANGE

During installation, testing, and staff training of the arena sound system, operational gaps in sound coverage and functionality were identified in the Main Arena, Sales Arena, and North Arena. These additional services, which include expanded speaker coverage, equipment reconfiguration, and headend relocation, were not included in the original bid scope but are necessary to achieve full system performance, operational efficiency, and effective communication during events.

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

Original Ordered Amount: \_\_\_\_\_ \$197,120.00

Current Ordered Amount (Not the balance): \_\_\_\_\_ \$197,120.00

The PO will be increased/decreased by this change order in the amount of: \_\_\_\_\_  Increase  Decrease \$ 49,183.00  
(Do not put contingency amount)

The new PO amount including this change order will be: \_\_\_\_\_ \$246,303.00  
(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: 7/6/2026 Revised Final Completion Date: 7/6/2026

#### Approval:

[Signature] 2/4/26  
Director/Designee Date

#### BCC Approval (when applicable):

\_\_\_\_\_  
Chairman, BCC Date

[Signature] 2/4/26  
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