



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 12/20/2024 Department Facilities Management Change Order # 2

☐ Additional Days Only Is Board Action Required? No

Bid/Contract/Quote Number & Project Title:
23Q-076 Design/MCSO Interior Remodel

Vendor (Name & Address):

The Lunz Group Inc.
58 Lake Morton Drive
Lakeland, FL 33801

Project Code: SOC000011

PO Number: 2301249

Contract Amount: \$309,200.00

GL Account Number (ORG/OBJECT):

VJ736521-562102

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

Contingency Amount Using (if requesting use):
\$15,200.00

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

DESCRIPTION OF CHANGE

Relocation of seven (7) offices and associated changes to open office workstation space - Reallocating room types from workrooms to storage rooms - Revision of six (6) offices to reception, open office workstation space, and two (2) offices - Division of storage into two (2) separate rooms - Revision of reception area of Phase 2.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE

Original PO Amount: \$309,200.00

The Current PO Amount (includes all previous change orders): \$340,120.00

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

Increase ☐

Decrease ☐

The new PO amount including this change order will be:

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

\$340,120.00

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:

Department Head

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