



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 06/26/2024 Department Fire Rescue Change Order # 2

Additional Days Only Is Board Action Required? No

Bid/Contract/Quote Number & Project Title: _____

Vendor (Name & Address):

Marion County School Board
PO Box 670
Ocala, FL 34478

Project Code: _____

PO Number: 2400700

Contract Amount: _____

GL Account Number (ORG/OBJECT):

EF300522-555501 & AA305526-555501

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

This is the vendor that we pay to send Non-Certs/Trainees to FSFC for FF and EMT school. We currently have 7 Non-Certs/Trainees still completing their education at FSFC and we have 16 in Class 324 starting in July. We are also expecting 20 new hires for the fall program in August that will be Class 624.

EF300522-555501 - \$57,000.00 (L2)

AA305526-555501 - \$38,000.00 (L1)

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount: _____ \$100,000.00

Current Ordered Amount (Not the balance): _____ \$190,000.00

The PO will be increased/decreased by this change order in the amount of: _____ Increase Decrease
(Do not put contingency amount) \$95,000.00

The new PO amount including this change order will be: _____ \$285,000.00
(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 _____

Prior Final Completion Date _____ Revised Final Completion Date _____

Approval: _____ 6/26/24
Director/Designee Date

BCC Approval (when applicable): _____
Chairman, BCC Date

Project Mgr. _____ Date

Attest: Clerk of Court _____ Date

Administration (If Applicable) _____ Date

County Administrator _____ Date

Procurement: _____ Date

4/28/24

Broyles, Deann

From: Pierce, Brianna
Sent: Tuesday, June 25, 2024 5:16 PM
To: Li, Cassandra; Jones, Beth; Broyles, Deann
Cc: Murray, Brent; Whitler, Christopher
Subject: PO Increase and Decrease Request

Good afternoon,

I have listed information below for the PO's the need to be reduced and increased. Please let me know if you have any questions or concerns.

PO #	Vendor	Amount +/-
2400695	National Testing Network - NTN	Increase Total \$2,000 Split 60/40
2400700	Marion Technical College – MTC	Increase Total \$95,000 Split 60/40
2400806	College of Central FL – CF Paramedic Program	Increase Total \$63,000 Split 60/40
		Tota
		Grand Tota
2400570	College of Central FL – CF Instructor Program	Decrease Total \$160,000

NTN:
We use this vendor for CPAT testing. The CPAT is required for employment and for Non-Certs/Trainees to go to FSFC. We have another large class coming on board in August and will need to increase the amount of money we have available for CPAT vouchers.

MTC:
This is the vendor that we pay to send Non-Certs/Trainees to FSFC for FF and EMT school. We currently have 7 Non-Certs/Trainees still completing their education at FSFC and we have 16 in Class 324 starting in July. We are also expecting 20 new hires for the fall program in August that will be Class 624.

CF PM:
This is the vendor that we use to sponsor our current employees to attend Paramedic school. We currently have employees in school that will be going into their 2nd and 3rd semester Fall 2024. We also have 28 employees that will be starting the 1st semester in Fall 2024.

CF Instructor:
This is the vendor that we use for our Instructor contract that we have not utilized yet. We still have an abundance of money encumbered in that PO that will not be utilized by the end of the fiscal year. We would like to reduce this PO and make these funds available for the above requested increases.

Brianna Pierce
Administrative Staff Assistant
Fire Rescue - Training