



# 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.

Please send completed and signed form to **Procurement@marionfl.org**

Date 11/21/2024 Department Tourist Development Change Order # 3

Additional Days Only Is Board Action Required? Yes

Bid/Contract/Quote Number & Project Title:  
23P-105

PO Number: 2500062

Contract Amount: \$120,100.00

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

Is the change order amount from Contingency? Yes  No

Contractor/Vendor (Name & Address):  
Hunden Strategic Partners  
DBA: Hunden Partners  
213 W Institute Place, Suite 707  
Chicaog, IL 60610

GL Account Number (ORG/OBJECT):  
CP1555552-531109

Project Account Number (If applicable):  
\_\_\_\_\_

Requesting Amount of Contingency:  
\_\_\_\_\_

### JUSTIFICATION & DESCRIPTION OF CHANGE

Firm will be conducting additional one on ones with the City of Ocala, per Board direction at the 11/20/2024 BCC/ TDC Joint Workshop. Firm will also facilitate an in-person Joint Workshop with the Board of County Commissioners and City of Ocala on or about March 13, 2025. The scope for those services is \$7,400. It was recommended by the TDC to authorize up to \$15,000 total to ensure that any unforeseen work could be done in order to meet the timelines associated with a Joint Workshop in March.

\* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE\*

Original Ordered Amount: _____	\$107,700.00
Current Ordered Amount (Not the balance): _____	\$120,100.00
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"/> \$15,000.00
The new PO amount including this change order will be: (PO amount will not change if it comes from contingency)(auto calculated) _____	<b>\$135,100.00</b>
Contract time will be Increased/decreased by _____ DAYS	121
Prior Substantial Completion Date <input type="text"/>	Revised Substantial Completion Date <input type="text"/>
Prior Final Completion Date <u>11/30/2024</u>	Revised Final Completion Date <u>03/31/2025</u>

**Approval:**  
[Signature] 11/21/24  
Director/Designee Date

**BCC Approval (when applicable):**  
\_\_\_\_\_  
Chairman, BCC Date

\_\_\_\_\_  
Project Mgr. Date

\_\_\_\_\_  
Attest: Clerk of Court Date

\_\_\_\_\_  
Administration (NEW amount is between \$25k - \$50k) Date

\_\_\_\_\_  
County Administrator Date

\_\_\_\_\_  
Procurement: Date



## Countywide Gap & Competitive Destination Study: Contract Amendment

To: Marion County Board of County Commissioners  
Attn: Loretta Shaffer, Director, Tourist Development

From: Rob Hunden, CEO, Hunden Partners  
rob@hunden.com

Date: November 21, 2024

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### Additional Trips, Presentations and Virtual Meetings

Marion County (Client) has requested an additional trip to conduct a workshop, as well as virtual meetings one-on-one by Hunden Partners (Hunden) as part of their existing contract with Hunden to conduct a Countywide Gap and Competitive Destination Analysis Study(23P-105) . The trip will be attended by two to three members of the Hunden team and will include one (1) day in the market. Hunden will participate in virtual meetings with officials determined by the Client.

An outline of the scope included within this amendment is follows:

- Up to six (6) virtual one-on-ones to be scheduled on a rolling basis prior to March 13, 2025.
- In-person joint-workshop between the City of Ocala and Board of County Commissioners on or about 3/13/2025 (attended by up to two team members).

### Compensation

Hunden will complete the additional travel and in-person workshop, along with up to six (6) 30-minute virtual meetings, for a lump sum fee of **\$7,400**. Hunden will bill the Client immediately upon completion of the agreed-upon travel. The fee amounts included in this amendment are inclusive of one day and one night in the market for in-person event, and as such all presentations must be completed within a 24-hour period. Delays which cause the need for an additional night at a hotel will be billed to the Client at an additional cost of \$3,000.

### Authorization

The Contractual Conditions and Terms of the original agreement between the Client and Hunden apply to this amendment.

Accepted By:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Date: \_\_\_\_\_