

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**

Date: 7/17/2026 Department: Office of County Engineer Change Order #: 3

☐ Additional Days Only

Is Board Action Required? Yes ☐ No ☐ N/A ☒

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

22Q-152-CA-02 FINAL ROAD WAY ENGINEERING (SW 38th/40th St.)

Kimley Horn and Associates INC.

PO BOX 932520

Atlanta, GA 31193

PO Number: 2501316

Contract Amount: \$ 2,042,530.00

GL Account Number (ORG/OBJECT):

VJ738541-563220

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 ☒

Requesting Amount of Contingency:

JUSTIFICATION & DESCRIPTION OF CHANGE

This change order is required to provide additional surveying and mapping services necessary to support final design and right-of-way acquisition for the SW 38th/40th Street Road Widening Project. The additional work includes supplemental field surveying and the preparation of sketch and description packages needed to advance the project toward construction.

Add STC073893-CIP TRANSP-EXPANS CNS-738 VJ738541-563220 - \$116,110.00 to PO.

** BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE**

Original Ordered Amount: \$517,200.50

Current Ordered Amount (Not the balance): \$2,042,530.00

The PO will be increased/decreased by this change order in the amount of: ☒ Increase ☐ Decrease \$ 116,110.00
(Do not put contingency amount)

The new PO amount including this change order will be: \$2,158,640.00
(PO amount will not change if it comes from contingency)(auto calculated)

Contract time will be Increased/decreased by 80 DAYS

Prior Substantial Completion Date: NA Revised Substantial Completion Date: NA

Prior Final Completion Date: 8/12/2026 Revised Final Completion Date: 10/31/2026

Approval:

Douglas R. Hinton 7/20/26
Director/Designee Date
Mark B. H 7/20/26
Project Mgr. Date

BCC Approval (when applicable):

Chairman, BCC Date

Attest: Clerk of Court Date

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

County Administrator Date

Procurement: Date

Reset Form

Email Form

Revised 10/2025