

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: 2/10/2026 Department: Office of County Engineer Change Order #: 005

Additional Days Only

Is Board Action Required? Yes

Contractor/Vendor (Name & Address):

Bid/Contract/Quote Number & Project Title:

E-STC073868-CIP TRANSP-NEWINF CNS-738

R&C CONSTRUCTION & SITEWORK LLC
15290 NE 216TH CT
FORT MC COY, FL 32134-3102

PO Number: 02501321

GL Account Number (ORG/OBJECT):

GL # VJ738541 - 563220

Contract Amount: \$ 88,465.85

Project Account Number (If applicable):

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

Is the change order amount from Contingency? Yes No

Requesting Amount of Contingency:

JUSTIFICATION & DESCRIPTION OF CHANGE

Additional delays by utility contractors have caused more delays on this project. Because of these delays addition cost for re-mobilization and rental equipment are needed beyond the scope of the original contract amount anticipated. Change order # 5 amount is \$6,180.00 and will exceed the original contract amount including contingency (\$88,465.85) by \$1,287.65. Therefore the PO will need to be increased by \$1,287.65. An additional 45 days is also needed because of these delays by others.

BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE

Original Ordered Amount: _____ \$80,423.50

Current Ordered Amount (Not the balance): _____ \$88,465.85

The PO will be increased/decreased by this change order in the amount of: Increase Decrease \$ 1,287.65
(Do not put contingency amount) _____

The new PO amount including this change order will be: \$89,753.50
(PO amount will not change if it comes from contingency)(auto calculated) _____

Contract time will be Increased/decreased by _____ DAYS 45

Prior Substantial Completion Date: 3/21/2026 Revised Substantial Completion Date: 5/5/2026

Prior Final Completion Date: 4/11/2026 Revised Final Completion Date: 5/26/2026

Approval:

Douglas B Hinton 2/12/26
Director/Designee Date

[Signature] 2/12/2026
Project Mgr. Date

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

Procurement: _____ Date

BCC Approval (when applicable):

Chairman, BCC Date

Attest: Clerk of Court Date

County Administrator Date

Reset Form

Email Form