

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: 11/12/2025 Department: Facilities Management Change Order #: 3
☐ Additional Days Only Is Board Action Required? _____ Contractor/Vendor (Name & Address):
 Bid/Contract/Quote Number & Project Title: CULLISON WRIGHT CONTRUCTION CORP 112 NE
 20Q-161-TO-50 SELP SALES ARENA RENO 12TH ST OCALA, FL 34470
 PO Number: 02501648 GL Account Number (ORG/OBJECT):
 Contract Amount: \$ 653,221.80 AA718572 - 563102
 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 ☒ LPC202003
 Requesting Amount of Contingency: _____

JUSTIFICATION & DESCRIPTION OF CHANGE

During demolition, unforeseen conditions were uncovered that fall outside the original scope of work. Additional funding is required to properly address these issues and ensure project completion.

** BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE**

Original Ordered Amount: _____ \$653,221.80
 Current Ordered Amount (Not the balance): _____ \$653,221.80
 The PO will be increased/decreased by this change order in the amount of: ☒ Increase
 (Do not put contingency amount) ☐ Decrease \$ 18,102.20
 The new PO amount including this change order will be: \$671,324.00
 (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: NA
 Prior Final Completion Date: _____ Revised Final Completion Date: NA

Approval:

Director/Designee

Project Mgr.

Date

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