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 10/14/2025 Department Growth Services Change Order # 1

☐ Additional Days Only Is Board Action Required? Yes

Contractor/Vendor (Name & Address):
Kimley-Horn
1700 SE 17th Street
Suite 200
Ocala FL 34471

Bid/Contract/Quote Number & Project Title:
Marion County EAR and PSA (Master Agreement 23Q-087)

PO Number: 2500981

Contract Amount: $236,425.00

GL Account Number (ORG/OBJECT):
AA-320515-531109

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 amendment is to adjust the allocation of funds across project components to facilitate a change in scope consisting of additional 1x1's with Commissioners for mini-farm follow up along with cost estimates for mini-farms, updates to the Comp Plan related to SB180, and more visual examples for improved open space revisions in the LDC.

* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE*

Original Ordered Amount:	$236,425.00
Current Ordered Amount (Not the balance):	$236,425.00
The PO will be increased/decreased by this change order in the amount of: (Do not put contingency amount) — Increase ☒ Decrease ☐	$23,975.00
The new PO amount including this change order will be: (PO amount will not change if it comes from contingency)(auto calculated)	**$260,400.00**
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:

Director/Designee Date

Digitally signed by Charles Varadin
Date: 2025.10.14 16:45:57 -04'00'

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