

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: 12/31/2024 Department: Solid Waste Change Order #: 2

Additional Days Only Is Board Action Required? Yes

Contractor/Vendor (Name & Address): TETRA TECH INC 2301 LUCIEN WAY, SUITE 120 MAITLAND, FL 32751 Vendor: 516

Bid/Contract/Quote Number & Project Title: 21P-061

GL Account Number (ORG/OBJECT): ZA423534-534101

PO Number: 2500286

Project Account Number (If applicable): 10MILTON

Contract Amount: \$ 50,000.00

Requesting Amount of Contingency:

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

Is the change order amount from Contingency? Yes No

JUSTIFICATION & DESCRIPTION OF CHANGE

Request to add \$99,270.50 to purchase order to cover costs related to debris monitoring operations post Hurricane Milton. See attached cost estimate received from Tetra Tech 12/24/24.

\* BACKUP DOCUMENTATION MUST BE ATTACHED CLARIFYING CHANGE\*

Original Ordered Amount: \$50,000.00

Current Ordered Amount (Not the balance): \$400,000.00

The PO will be increased/decreased by this change order in the amount of: Increase Decrease \$ 99,270.50

The new PO amount including this change order will be: \$499,270.50

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:

Mark Johnson Digitally signed by Mark Johnson Date: 2024.12.31 10:42:14 -05'00' 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

Reset Form Email Form