



Hernando County Board of County Commissioners Change Order Request

<u> </u> Add Line(s)	<u> </u> Cancel Outstanding Balance	<u> </u> X	<u> </u> Increase/Decrease Funds
<u> </u> Delete Line(s)	<u> </u> Change Project Number	<u> </u>	<u> </u> Increase/Decrease Blanket
<u> </u> Cancel Purchase Order	<u> </u> Change Account Number	<u> </u>	<u> </u> Increase/Decrease Quantity

Today's Date: 08/18/2023

PO/Contract #: 23000077

Change Order Number: 4

Requisition Number: 230074

Vendor's Name on PO: DESIGNLAB INC

Department/Employee: BARBARA CARTER-LANSAW

Instructions: In the explanation, details of the request must be provided. All requests must include account number, line item number, project number, new purchase order total. Include details as if entering a new requisition. If change request is due to new agreements, quotes, projects, etc. necessary documents must be attached.

Explanation:

Justification: Purchase is in accordance with Pasco County, Contract No. RFP-SS-19-125 (File No. FR20-1620) Pasco Board Approval on: 3/10/2020, Entitled: Supply, Sizing, and Customization of Work and Dress Uniforms (a Piggyback). Hernando County Piggyback Contract File NO. 20-P00099. Hernando BOCC Use Approved on: 4/14/20, Doc ID No.16855.

MOVE FUNDS FROM LINE 2 IN 02261 & 02491 TO LINE 1 IN 02261 & 02491,
-\$36,967.92

A BUDGET AMENDMENT IS IN PROCESS FOR \$35,000.00 ADDITIONAL FUNDS.

LINE 2 - DECREASE -\$36,967.92

LINE 1 - INCREASE \$71,967.92

LINE 4 - ADD \$6.00

NEW PO BALANCE WILL BE \$223,046.00

2261-5305205	1	46616.89
2261-5305205	2	26616.89-
2401-5305205	4	6.00
2491-5305205	1	25351.03
2491-5305205	2	10351.03-

Department Approval: KELLY TROUT Date: 08/15/2023

Chief Procurement Officer: _____ Date: _____

BOCC Approval Date: _____

(BOCC Required per Purchasing 080E)

Revised May, 2012