

Hernando County Board of County Commissioners

Change Order Request

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

Today's Date: 08-26-2025

PO/Contract #: 25000058

Change Order Number: 2

Requisition Number: 25000058/250078

Vendor's Name on PO: MID FLORIDA DIESEL INC

Department/Employee: JESSICA ALVAREZ

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: CONTRACT#: 23-TFG037/JG GRANT GMS #: N/A

CO# 2 IS TO INCREASE FUNDS TO LINE 2 TO PAY INVOICES FOR FY25

INCREASE LINE 2 \$165,000.00 • NEW LINE TOTAL \$235,000.00

OLD PO TOTAL \$83,000.00 NEW PO TOTAL \$ 248,000.00

DEPT 07201 ACCOUNT 5304617 LINE# 2 \$165,000.00

7201-5304617 2 165000.00

Department Approval: GRACE SHEPPARD Date: 08-26-2025

Chief Procurement Officer: Date:

BOCC Approval Date:

(BOCC Required per Purchasing 080E)

HERNANDO COUNTY

PROCUREMENT REVIEW FORM

Procurement Contact:	Lindsey Brown
Contract No. and Project Description (Task Order, Quote, & GSM #)	23-TFG037 - Generator Maintenance and Emergency Repair
	N/A
Vendor Name:	Mid Florida Diesel, Inc.
Purchase Order No.:	25000058
Change Order No.:	Change Order 2

Procurement Agent Review:	<i>Lindsey Brown</i>	8/27/25	Lindsey Brown
	Signature	Date	Printed Name
Comments:	Change Order # 2 is requested for an increase of \$165,000.00 to pay invoices for FY25.		
	No Issues		

Grant Review:	<i>Mindy Rivera</i>	08/28/2025	Mindy Rivera
	Signature	Date	Printed Name
Comments:	CO 2 to increase the PO is not grant related and does not require grant review.		

For Chief of Procurement Review:			
	Signature	Date	Printed Name
Comments:			

Recommendation:	