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: 01-02-2026
PO/Contract #: 26000271
Change Order Number: 2
Requisition Number: RQ260381
Vendor's Name on PO: DESIGNLAB INC
Department/Employee: MALINDA DEJESUS

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 #: 26-P0268
CO # 2 is to increase orders for uniform requirements.
Increase Line 2 $ 110,000.00; New Line Total $ 137,500.00

Old PO Total $ 40,000.00 New PO Total $ 150,000.00

Dept 02261 Account 5305205 Line # 2 $ 55,000.00
Dept 02491 Account 5305205 Line # 2 $ 55,000.00

2261-5305205	2	55000.00
2491-5305205	2	55000.00

Department Approval: LOUISE GALAJDA **Date:** 12-31-2025

For Chief Procurement Officer: Fran Hallet Digitally signed by Fran Hallet Date: 2026.01.29 14:14:56 -05'00' **Date:** 1/29/2026

BOCC Approval Date: 1/29/2026
(BOCC Required per Purchasing 080E)

Revised May, 2012