

Hernando County Board of County Commissioners

Change Order Request

<input checked="" type="checkbox"/> Add Line(s)	<input type="checkbox"/> Cancel Outstanding Balance	<input checked="" type="checkbox"/> Increase/Decrease Funds
<input type="checkbox"/> Delete Line(s)	<input type="checkbox"/> Change Project Number	<input type="checkbox"/> Increase/Decrease Blanket
<input type="checkbox"/> Cancel Purchase Order	<input type="checkbox"/> Change Account Number	<input type="checkbox"/> Increase/Decrease Quantity

Today's Date: 03-10-2025

PO/Contract #: 25000053

Change Order Number: 3

Requisition Number: RQ0

Vendor's Name on PO: TETRA TECH INC

Department/Employee: CASEY PHILLIPS

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 #: 20-TF0062B Grant GMS #: 571

CO #3 is to increase funds to cover outstanding and additional invoices that we receive before finalization of this purchase order.

Add Line 3) \$999,999.99; New Line Total \$999,999.99

Add Line 4) \$300,000.01; New Line Total \$300,000.01

Old PO Total \$1,000,000.00 New PO Total \$2,300,000.00

Dept 44481 Account 5303401 Project Code MILTON24 Line #3 \$999,999.99

Dept 44481 Account 5303401 Project Code MILTON24 Line #4 \$300,000.01

44481-5303401	3	999999.99	MILTON24
44481-5303401	4	300000.01	MILTON24

Department Approval: LILLIAN HOYT

Date: 03-10-2025

Chief Procurement Officer:

Date:

BOCC Approval Date:

(BOCC Required per Purchasing 080E)

Revised May, 2012