

Hernando County Board of County Commissioners

Change Order Request

<u> </u> Add Line(s)	<u> </u> Cancel Outstanding Balance	<u> X </u>	<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: 07-28-2025

PO/Contract #: 25000372

Change Order Number: 3

Requisition Number: 25000372

Vendor's Name on PO: TETRA TECH INC

Department/Employee: JULIE CRULL

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: JUSTIFICATION: CONTRACT #25-A0207/CR GRANT GMS# N/A
CO#3 IS TO REDUCE PO BY \$1,825,138.37 AND CLOSE OUT. ALL SERVICES NEEDED HAVE BEEN RENDERED.

DECREASE LINE 1 -\$803,363.96; NEW LINE TOTAL \$196,636.03
DECREASE LINE 2 -\$999,999.99; NEW LINE TOTAL \$0.00
DECREASE LINE 3 -\$21,774.42; NEW LINE TOTAL \$0.00
OLD PO TOTAL \$2,021,774.40; NEW PO TOTAL \$196,636.03

DEPT 44611 ACCOUNT 5303401 LINE #1 -\$803,363.96
DEPT 44611 ACCOUNT 5303401 LINE #2 -\$999,999.99
DEPT 44611 ACCOUNT 5303401 LINE #3 -\$21,774.42

44611-5303401 1 803363.96-
44611-5303401 2 999999.99-
44611-5303401 3 21774.42-

Department Approval: KIM BRADY **Date:** 07-25-2025

Chief Procurement Officer: FRAN HALLET **Date:** 07-28-2025

BOCC Approval Date: _____

(BOCC Required per Purchasing 080E)