

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

Chief Procurement Officer:

Date:

BOCC Approval Date:

(BOCC Required per Purchasing 080E)