


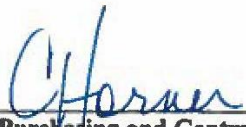
**DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form**

User Department: PW – Roads and Drainage, Watershed Management, Parks & Recreation, Airport, and Sanitation		From: Kyheem Bristol	
ITB No.: 15-100609		Title: Portable Toilet Rentals (Annual Contract with 2 Options to Renew)	
Effective Date: 6/28/2016		Expiration Date: 6/28/2017	
Contract APPROVED Amount: \$103,281.00		Number of Renewals to Date: 0	

Contractor(s)	Contract No.	Amount Spent	Agrees to Extend
Mass Services Inc., dba Comfort Zone Portables	1019677	\$15,600.00	X
Total Amount Spent to Date: \$15,600.00			

User Department Recommendation:		Renew <input checked="" type="checkbox"/>	Bid <input type="checkbox"/>
Funding for Renewal Term: <u>\$15,000</u> (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)			
Funding: General <input checked="" type="checkbox"/> Enterprise <input type="checkbox"/> 3 Digit Fund Code <u>271</u> CIP Line Item No. (if applicable): _____			
Justification: Porta Johns are used in several parks that do not have permanent restrooms. They are used for clean-up days, special events and sometimes when the permanent restrooms are out of order.			
 Department Director Signature		<u>4/24/17</u> Date	

**DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form**

For Use by Purchasing and Contracting:		Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
Additional Comments:			
 Purchasing and Contracting Signature		<u>5/2/17</u> Date	

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Contractor(s)	Contract No.	Amount Spent	Agrees to Extend
Mass Services Inc., dba Comfort Zone Portables	1019677	\$15,600.00	
Total Amount Spent to Date: \$15,600.00			

User Department Recommendation: Renew Bid *annually*

Funding for Renewal Term: *Sanitation- Operating - \$ 3,000*
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code *Operating - Fund 541*
 CIP Line Item No. (if applicable): _____

Justification:
*Seminole Road Landfill - 3 units portable Restrooms
 North Transfer Station - 1 unit for employees (operations) and visiting customers*

Kay Hutchinson _____ *4/28/17*
 Department Director Signature Date

**DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form**

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Chorner _____ *5/2/17*
 Purchasing and Contracting Signature Date

**DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form**

User Department: PW – Roads and Drainage,
Watershed Management, Parks & Recreation,
Airport, and Sanitation

From: Kyheem Bristol

ITB No.: 15-100609

Title: Portable Toilet Rentals (Annual Contract with
2 Options to Renew)

Effective Date: 6/28/2016

Expiration Date: 6/28/2017

Contract APPROVED Amount: \$103,281.00

Number of Renewals to Date: 0

Contractor(s)	Contract No.	Amount Spent	Agrees to Extend
Mass Services Inc., dba Comfort Zone Portables	1021260	\$15,600.00	Yes

Total Amount Spent to Date: \$15,600.00

User Department Recommendation:

Renew

Bid

Funding for Renewal Term: \$10,000.00

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General

Enterprise

3 Digit Fund Code 581

CIP Line Item No. (if applicable): _____

Justification:

This vendor has provided satisfactory services during the initial term. Therefore, we wish to exercise our option to renew one (1) year.

Please note that we are requesting funding in the amount of \$10,000 due to the increase in projects requiring said services and no available restrooms in the vicinity of most projects.

Peggy V. Allen
Peggy V. Allen, ADPW

Department Director Signature

04/24/2017

Date

**DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form**

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

C. Horner

Purchasing and Contracting Signature

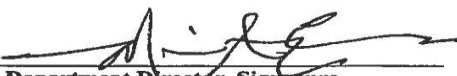
5/2/17

Date


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Contract APPROVED Amount: \$103,281.00		Number of Renewals to Date: 0	

Contractor(s)	Contract No.	Amount Spent	Agrees to Extend
Mass Services Inc., dba Comfort Zone Portables	1021260	\$15,600.00	
Total Amount Spent to Date: \$15,600.00			

User Department Recommendation:		Renew <input checked="" type="checkbox"/>	Bid <input type="checkbox"/>
Funding for Renewal Term: \$5,400.00 (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)			
Funding: General <input type="checkbox"/> Enterprise <input checked="" type="checkbox"/> 3 Digit Fund Code 551 CIP Line Item No. (if applicable): _____			
Justification: Portables are located at T-Hangars A, B, C, D			
 _____ Department Director Signature			Date: 05/02/2017

Rev. 1/28/17

For Use by Purchasing and Contracting:		Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
Additional Comments:			
 _____ Purchasing and Contracting Signature		_____ 5/2/17 Date	

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Contractor(s)	Contract No.	Amount Spent	Agrees to Extend
Mass Services Inc., dba Comfort Zone Portables	1021260	\$15,600.00	
Total Amount Spent to Date: \$15,600.00			


User Department Recommendation: Renew Bid

Funding for Renewal Term: \$10,000
 (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code 511
 CIP Line Item No. (if applicable): _____

Justification: *A. Wells 5/2/17*


The aforementioned contract is set to expire June 28, 2017 and requires a renewal for utilization by the Department of Watershed Management (DWM) for the period of June 28, 2017 – June 28, 2018. For the upcoming contracted period, DWM foresees a limited use, however, we will require access to portable toilets for planned projects and potential emergency situations. *UBK*


5/2/2017

Department Director Signature Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:


5/6/17

Purchasing and Contracting Signature Date