



DeKalb County  
GEORGIA

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

|   |   |
|---|---|
| User Department: Facilities Management    | From: Purchasing and Contracting Department |
| RFP No. 19-500529                         | Title: Commercial Janitorial Services       |
| Effective Date: May 26, 2020              | Expiration Date: December 31, 2024          |
| Contract APPROVED Amount: \$20,765,102.96 | Number of Change Orders to Date: 6          |

| Contractor(s)                 | Contract No. | Agrees to Extend |
|-------------------------------|--------------|------------------|
| Building Maintenance Services | 1213631      | Yes              |
| Cleanstar National, Inc.      | 1213634      | Yes              |
| A-Action Janitorial           | 1213635      | Yes              |

User Department Recommendation: Renew  Bid  Increase  Decrease

Funding for Renewal Term: **\$3,479,506.16**  
(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 **100** SPLOST  Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

Facilities Management is requesting the above contracts be extended for an additional six (6) months until the new janitorial contract is in place. Requesting \$889,156.04 be added to cover October through December 2024 invoices. Requesting \$2,616,576.12 be added to cover January through June 2025 monthly janitorial services.

|                            |                            |
|----------------------------|----------------------------|
| <b>2024 Need:</b>          | <b>2025 Need:</b>          |
| Cleanstar - \$401,574.00   | Cleanstar - \$1,127,604.00 |
| BMS - \$317,316.46         | BMS - \$951,949.38         |
| A-Action - 170,265.58      | A-Action - \$510,796.74    |
| <b>Total: \$889,156.04</b> | <b>Total: 2,590,350.12</b> |

  
Department Director Signature

**12/9/2024**  
Date

For Use by Purchasing and Contracting: Approve  Deny

**Additional Comments:**

\_\_\_\_\_  
Purchasing and Contracting Signature

\_\_\_\_\_  
Date



**DeKalb County**  
**Department of Purchasing and Contracting**  
**Change Order Request Form**

|  |  |
|--|--|
| <b>User Department: Recreation, Parks and Cultural Affairs</b> | <b>From: Purchasing and Contracting Department</b> |
| <b>RFP No. 19-500529</b>                                       | <b>Title: Commercial Janitorial Services</b>       |
| <b>Effective Date: May 26, 2020</b>                            | <b>Expiration Date: December 31, 2024</b>          |
| <b>Contract APPROVED Amount: \$20,765,102.96</b>               | <b>Number of Change Orders to Date: 6</b>          |

| <b>Contractor(s)</b>          | <b>Contract No.</b> | <b>Agrees to Extend</b> |
|-------------------------------|---------------------|-------------------------|
| Building Maintenance Services | 1213631             | Yes                     |
| Cleanstar National, Inc.      | 1213634             | Yes                     |
| A-Action Janitorial           | 1213635             | Yes                     |

**User Department Recommendation:** Renew  Bid  Increase  Decrease

Funding for Renewal Term: **\$204,965.61**

(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 \_\_\_\_\_ SPLOST  Category \_\_\_\_\_  
 CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

RPCA recommends to increase and extend contracts 1213631 and 1213635 to perform commercial janitorial services for DeKalb County RPCA to June 30th, 2025.

\$119,580.11/A-Action Janitorial  
 \$85,385.50/Building Maintenance Services

*Cluck O. Ellis*

Department Director Signature

12/9/2024

Date

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**

\_\_\_\_\_  
 Purchasing and Contracting Signature

\_\_\_\_\_  
 Date