



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

<b>User Department: Recreation, Parks, and Cultural Affairs (RPCA)</b>	<b>From: Purchasing and Contracting</b>
<b>ITB No.: 22-101521</b>	<b>Title: On Call Roof Maintenance, Repair and Replacement Services (Annual Contract with 2 Options to Renew)</b>
<b>Effective Date: October 25, 2022</b>	<b>Expiration Date: October 31, 2024</b>
<b>Contract APPROVED Amount: \$8,766,642.65</b>	<b>Number of Renewals to Date: 1</b>

<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
<b>Hawk Construction Company LLC</b>	<b>1309686</b>	<b>N/A</b>
<b>National Building Contractors</b>	<b>1309666</b>	<b>N/A</b>

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

Funding for Renewal Term: \$125,000  
(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 \_\_\_\_\_ SPLOST  Category 3B  
CIP Line-Item No. (if applicable): \_\_\_\_\_

**Justification:**

RPCA recommends to increase contracts 1309686 and 1309666 for on call roof maintenance, repair and replacement services.

Vendor 1: Hawk Construction \$31,250 RPCA/\$31,250 SPLOST

Vendor 2: NBC \$31,250 RPCA/\$31,250 SPLOST

SPLOST Program Management Coordinator: *Ernest Roughton*

SPLOST Approved Funding Amount: \$ 62,500

Category: 3B-104789-80653-541200-02.1.7-602007

*Clayton D. Ellis*  
Department Director Signature

3/20/2024  
Date

<b>For Use by Purchasing and Contracting:</b>	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
<b><u>Additional Comments:</u></b>		
_____	_____	_____
<b>Purchasing and Contracting Signature</b>		<b>Date</b>