

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: DWM	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 21-101345	Title: Salt (Three (3) Year Multiyear Contract)
Effective Date: 10/5/2021	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$341,280.00	Number of Change Orders to Date: 2

Contractor(s)	Contract No(s).	Amount Spent
F M Shelton Inc	1266062	\$141,226.00

For Use by User Department:

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

This contract will be utilized by the Department of Watershed Management for seasonal emergency preparedness. During Winter Weather outages the Department of Watershed Management must have on-hand salt supplies in large enough quantities in order to service DeKalb County Citizens in case of Winter water main breaks when water quickly turns to ice. Supplies are not available in season and often too late to purchase for emergency situations. DWM is working with P & C to rebid this service. DWM would like to extend the time and the term of the contract through 12/31/2026. The department has not incurred the amount of work projected for the contract amount awarded; no additional funding is needed.

If an increase to funding is required, provide the following:

Total Amount of Increase: \$ 0

Funding Source: General ☐ Enterprise ☒ 3 Digit Fund Code: 511

SPLOST Category (if applicable): _____

CIP Line-Item No. (if applicable): _____

Other: _____

Reginald Wells

Digitally signed by Reginald Wells
 Date: 2025.10.02 10:40:30 -04'00'

Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

**Crystal
Manson**

Digitally signed by Crystal
Manson
 Date: 2025.10.03
 10:22:41 -04'00'

Purchasing and Contracting Signature