



DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

User Department: Fire Rescue		From: Purchasing & Contracting	
RFP No.: 21-500570		Title: On Call Architect and Engineering Design Services	
Effective Date: April 21, 2022		Expiration Date: December 31, 2026	
Contract APPROVED Amount: \$4,073,422.76		Number of Change Orders to Date: 4	
Contractor(s)		Contract No.	Agrees to Extend
Pond & Company		1272818	N/A
User Department Recommendation: Renew <input type="checkbox"/> Bid <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <input type="checkbox"/>			
Funding for Renewal Term: <u>10,115.10</u>			
(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 type="checkbox"/> 3 Digit Fund Code _____ SPLOST <input checked="" type="checkbox"/> Category <u>2A</u>			
CIP Line Item No. (if applicable): _____			
<b>Justification:</b>			
To add funding to contract to cover 3 change orders for permit costs to SPLOST projects:			
Fire Station 5 - \$2,000.00 → 104785-80653-541301-1.5-602005			
Fire Station 16 - \$4,482.50 → 104785-80653-541301-1.4-602005			
Fire Station 27 - \$3,632.60 → 104785-80653-541301-1.3-602005			
Total increase to contract \$10,115.10			
SPLOST Program Management Coordinator: <u>Ernest Anderson</u>			
SPLOST Approved Funding Amount: \$ <u>10,115.10</u>			
SPLOST Category(ies): <u>2A</u>			
<u>Willie Moon</u>		<u>3.5.23</u>	
Department Director Signature		Date	

For Use by Purchasing and Contracting:		Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
Additional Comments:			
Willie Moon		3/28/25	
Digitally signed by Willie Moon Date: 2025.03.28 06:34:50 -04'00'		Date	
Purchasing and Contracting Signature		Date	