

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

User Department: Human Services	From: Purchasing and Contracting
ITB/RFP No.: 20-500541	Title: Meal Services for Seniors: (Annual Contract with 2 Options to Renew)
Effective Date: April 12, 2021	Expiration Date: April 30, 2024
Contract APPROVED Amount: \$1,252,516.37	Number of Change Orders to Date: 2

Contractor(s)	Contract No(s).	Amount Spent
Meals On Wheels Atlanta, Inc.	1226949	\$478,747.65

For Use by User Department:

The Human Services Department recommends an extension of an additional two years for Meals and Wheels to continue providing congregate meals and shelf stable meals to the seniors from May 1, 2024, to April 30, 2026. The performance of Meals on Wheels has been very satisfactory over the past 3 years. Continuing to use Meals and Wheels will eliminate the possibility of disruption in service.

Over the past 3 years, the contractor has only used 38% of the approved contractual amount, hence there is no need to request an increase in funding.

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

Total Amount of Increase: \$ _____

Funding Source: General Enterprise 3 Digit Fund Code: 250

SPLOST Category (if applicable): _____

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

Other: Federal and State funding from Atlanta Regional Commission



3/6/24

Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes No

Additional Comments (if applicable):

Purchasing and Contracting Signature & Date