

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

<b>User Department:</b> Human Services	<b>From:</b> Purchasing & Contracting
<b>RFP/ITB No.:</b> 20-500541	<b>Title:</b> Meal Services for Seniors: Provision of Congregate & Shelf-Stable Meals for Senior Centers (Annual Contract with 2 Options to Renew)
<b>Effective Date:</b> 4/12/2021	<b>Expiration Date:</b> 4/30/2026
<b>Contract APPROVED Amount:</b> \$1,895,488.64	<b>Number of Change Orders to Date:</b> 4

<b>Contractor(s)</b>	<b>Contract No(s).</b>	<b>Amount Spent</b>
Meals on Wheels Atlanta, Inc.	1226949	\$1,538,949.09

**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):**

Meals on Wheels is the current vendor providing congregate and shelf-stable meals to seniors attending neighborhood senior centers. Their contract is scheduled to expire on April 30, 2026. The Human Services Department recommends a six-month extension, through October 31, 2026, to allow Meals on Wheels to continue providing these services while a new vendor is selected through the procurement process. This extension will ensure continuity of service and prevent any disruption for participating seniors. No additional funding is required, as sufficient funds remain available under the existing contract to cover the extension period.

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

**Total Amount of Increase:** \$ n/a

**Funding Source:** General  Enterprise  3 Digit Fund Code: \_\_\_\_\_

SPLOST Category (if applicable): \_\_\_\_\_

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

Other: \_\_\_\_\_



4/10/26

**Department Director Signature & Date**

**For Use by Purchasing and Contracting:**

Approved: Yes  No

Additional Comments (if applicable):

**Purchasing and Contracting Signature & Date**