



**DeKalb County**  
**Roads and Drainage Division**  
**Public Works Department**  
Peggy V. Allen, Deputy Director, PW

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**MEMORANDUM**

**February 24, 2025**

**TO:** Michelle Butler, Chief Procurement Officer | Purchasing & Contracting

**THROUGH:** Zachary L. Williams, COO  
Rick Lemke, Public Works Director

**Richard W. Lemke**  
Digitally signed by  
Richard W. Lemke  
Date: 2025.02.24  
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**FROM:** Peggy V. Allen, DDPW, Roads and Drainage

**SUBJECT:** Proposed Change Order No. 1 Request to DeKalb CPA 1290916-FM Shelton, Inc.  
(ITB No. 21-101465, Ready-Mix Concrete (Annual Contract With 2 Renewal Options))

**Original Contract Term and Dollar Amount:** May 16, 2022 through May 31, 2023 and \$566,246.

**Previous Changes to the Dollar Amount:** 1<sup>st</sup> Renewal Option for \$375,000; and 2<sup>nd</sup> Renewal Option for \$375,000

**Previous Changes to the Term:** 1<sup>st</sup> Renewal extension through May 31, 2024; and 2<sup>nd</sup> Renewal extension through May 31, 2025

**Proposed Contract Term and Dollar Amount:** Propose Change Order No. 1 Term Extension through May 31, 2026 without funding.

**Detailed Description of Requested Changes:**

PW-R&D requests CO #1 for CPA 1290916 – FM Shelton to extend term through May 31, 2026 without additional funding (ITB 21-101465, Ready-Mix Concrete). This extension will allow the contractor to continue providing Ready-Mix Concrete material at various job sites throughout DeKalb County.

We are ramping up work and have added roadway projects to the schedule.

**cc:** Crystal Creekmore  
Desmore Joseph  
Michele Smith