




DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Facilities Management		From: Purchasing & Contracting	
CPA No. 1352862		Title: SWC No. 99999-SPD-S20200901-007 Indefinite Quantity Construction Contract	
Effective Date:		Expiration Date:	
Contract APPROVED Amount: \$3,263,373.75		Number of Change Orders to Date: 6	
Contractor(s)		Contract No.	Agrees to Extend
F. H. Paschen		1352862	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>\$1,247,221</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 <u>350</u> SPLOST <input type="checkbox"/> Category _____ CIP Line Item No. (if applicable): <u>Award 603050, Project 10692</u>			
Justification: Award 603050, Project 106923 - Maloof Annex Auditorium The contract with F.H. Paschen will be increased by an amount not to exceed \$1,247,221. This total includes an owner-controlled allowance of \$260,319 to address any unforeseen conditions that may arise. Substantial completion of the Maloof Annex Auditorium and Lobby Construction Project is anticipated by February 2026. To accommodate the completion of punch list items and ensure processing of the final pay application, the contract term will be extended through April 19, 2026.			
 Department Director Signature		<u>Oct 24, 2025</u> Date	
For Use by Purchasing and Contracting:		Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/>	
Additional Comments:			
Willie Moon <small>Digitally signed by Willie Moon Date: 2025.10.30 20:40:47 -04'00'</small>		<u>10/30/25</u> Date	
Purchasing and Contracting Signature			