

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department: Facilities Management</b>		<b>From: Purchasing &amp; Contracting</b>
<b>RFP No.: 19-500527</b>		<b>Title: Snack and Vending Machine Services (Multiyear)(Revenue Generating)</b>
<b>Effective Date: April 1, 2019</b>		<b>Expiration Date: December 31, 2025</b>
<b>Contract APPROVED Amount: \$0.00</b>		<b>Number of Change Orders to Date: 1</b>
<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
<b>A-Action Janitorial Services</b>	<b>1196142</b>	<b>Yes</b>

**User Department Recommendation:** Renew ☐ Bid ☐ Increase ☐ Decrease ☐

Funding for Renewal Term: This is a revenue generating contract

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General ☐ Enterprise ☐ 3 Digit Fund Code \_\_\_\_\_ SPLOST ☐ Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

Facilities Management is requesting to extend the A-Action Janitorial Services (Vending Machine Services) contract 1196142 for another year.

  
Department Director Signature

11/6/2025

Date

**For Use by Purchasing and Contracting:**

Approve ☒

Deny ☐

**Additional Comments:**

Willie Moon Digitally signed by Willie Moon  
Date: 2025.11.14 14:33:59  
-05'00'

11/14/25

Purchasing and Contracting Signature

Date