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Human Services
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MEMORANDUM

DATE: February 14, 2020
TO: Cathryn Horner, Interim Director
DeKalb Purchasing and Contracting Department
FROM: Damon Scott, Director 
DeKalb Human Services Department
SUBJECT: Request for Change Order- Contract #1182738- Congregate & Shelf Stable Meals

Contract #1182738 was executed on January 3, 2020 with Meals On Wheels Atlanta to provide meals to seniors attending neighborhood senior centers. Meal service has been provided by the vendor to the Department's satisfaction during this contract, however the contract is scheduled to expire on April 20, 2020.

The Human Services Department requests assistance with implementation of a Change Order to adjust the contract terms of Contract #1182738 to allow for additional time for the County to implement a Request for Proposals procurement process. Specifically, we request to change the end date of the contract from April 20, 2020 to July 31, 2020. In addition, we would like to add \$198,000 to this contract to cover the cost of services.

Please know that time is of the essence. We request your assistance with drafting a Board of Commissioners Agenda item for the March 24, 2020 meeting to ensure that the change order can be implemented before the contract ends.

Ms. Latarsha Williams, Human Services Administrator is the designated point of contact for any questions that you may have regarding this request. She can be reached at (404) 370-7255 or via email at lwilliams@dekalbcountyga.gov.

DS:llw

Cc: Darryl Blackwell, Senior Services Manager
Latarsha Williams, Human Services Administrator