

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department: Fire Rescue</b>	<b>From: Purchasing and Contracting Department</b>	
	<b>Title: Uniforms for Fire Rescue Services</b>	
<b>Effective Date: 12/13/22</b>	<b>Expiration Date: 06/30/25</b>	
<b>Contract APPROVED Amount:</b>	<b>Number of Change Orders to Date:</b>	
<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
Safeguard Printing & Promotional	1315118	Yes
NAFECO	1315134	Yes


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

Funding for Renewal Term: \_\_\_\_\_  
(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 \_270\_    SPLOST ☐    Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

To extend contract 6 months to allow time for process of new ITB 2025-100065. Funding Distribution as follows:  
General Fund (100) - \$40,000.00  
Fire Fund (270) - \$590,000.00



\_\_\_\_\_  
**Department Director Signature**

4.9.23

\_\_\_\_\_  
**Date**

<b>For Use by Purchasing and Contracting:</b>	Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
<b>Additional Comments:</b>		
<p><b>Willie Moon</b>    Digitally signed by Willie Moon Date: 2025.06.27 20:43:51 -04'00'</p> <p>_____ <b>Purchasing and Contracting Signature</b></p>	<p style="font-size: 1.2em;">6/27/2025</p> <p>_____ <b>Date</b></p>	