

Department of Purchasing and Contracting Change Order Request Form

User Department: Fire Rescue	From: Purchasing and Contracting Department	
ITB No. 20-101261	Title: (Annual Contract with Emergency Medical Supplies 2 Options to Renew)	
Effective Date: 12/15/2020	Expiration Date: 06/30/25	
Contract APPROVED Amount: \$1,970,000.00	Number of Change Orders to Date:2	
Contractor(s)	Contract No.	Agrees to Extend
Bound Tree Medical LLC	1246736	Yes
111111111111111111111111111111111111111		700
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	4	
User Department Recommendation: Renew	Bid Increase	□ Decrease □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
Funding for Renewal Term:6 months\$350,000.00 (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 for 6 months to allow time for completion of new ITB# 2025-100076		
	4.9.25	
Department Director Signature	Date	
For Use by Purchasing and Contracting: App	rove 🗸 Deny	/ 🗍
Additional Comments:		
Digitally signed by Willie Moon		
Willie Moon Date: 2025.04.27 12:33:16 -04'00' Purchasing and Contracting Signature Date		