



**DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form**

<b>User Department:</b> Watershed Management	<b>From:</b> Purchasing and Contracting
<b>ITB/RFP No.:</b> ITB 20-101230	<b>Title:</b> Electrical Switchgear Inspection and Repair (Annual Contract with 2 Options to Renew)
<b>Effective Date:</b> 01/26/2021	<b>Expiration Date:</b> 01/31/2025
<b>Contract APPROVED Amount:</b> \$5,975,243.41 (CPA 1242005); \$1,799,738.67 (CPA 1242006)	<b>Number of Change Orders to Date:</b> 1

<b>Contractor(s)</b>	<b>Contract No(s).</b>	<b>Amount Spent</b>
Cleveland Electric Company	1242005	\$3,089,768.54
Brown Electrical Services LLC	1242006	\$856,571.67

**For Use by User Department:**

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

**If an increase to funding is required, provide the following:**

**Total Amount of Increase:** \$ \_\_\_\_\_

**Funding Source:** General      Enterprise      3 Digit Fund Code: \_\_\_\_\_

SPLOST Category (if applicable): \_\_\_\_\_

CIP Line-Item No. (if applicable): \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
**Department Director Signature & Date**

**For Use by Purchasing and Contracting:**

Approved: **Yes**      **No**

Additional Comments (if applicable):

\_\_\_\_\_  
**Purchasing and Contracting Signature**

