

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department:</b> Police Department	<b>From:</b> Jennifer Schofield
<b>ITB No.:</b> 18-100952 Card Access (Keyscan) Installation, Maintenance and Repair (Annual with 2 options for renewal)	<b>Title:</b> Procurement Agent
<b>Effective Date:</b> 08/01/18	<b>Expiration Date:</b> 07/31/19
<b>Contract APPROVED Amount:</b> 114,000.00	<b>Number of Renewals to Date:</b> 0

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security	1119074	Yes

**User Department Recommendation:** Renew  Bid

Funding for Renewal Term: \$30K thru 07/31/19 and renewal period \$150K  
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General  Enterprise  SPLOST      3 Digit Fund Code 274 Police Fund       
CIP Line Item No. (if applicable):     

**Justification:**

To add funds for the remaining term of the contract to cover needed service/repair of access scan system in the Police Department. Current available balance is \$7,263.68. Need approximately

J.W. Cooney  
Department Director Signature

07/01/2019  
Date

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**

Delroy Robinson  
Purchasing and Contracting Signature

4/8/2019  
Date



DeKalb County  
GEORGIA

DeKalb County  
Department of Purchasing and Contracting  
Contract Renewal Request Form

<b>User Department: Facilities Management</b>	<b>From: Purchasing &amp; Contracting</b>
<b>ITB No.: 18-100952</b>	<b>Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual with 2 Options to Renew)</b>
<b>Effective Date: August 1, 2018</b>	<b>Expiration Date: July 31, 2019</b>
<b>Contract APPROVED Amount: \$114,000.00</b>	<b>Number of Renewals to Date: 0</b>

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals, LLC	1119074	YES

**User Department Recommendation:** Renew  Bid

Funding for Renewal Term: \$171,263.68  
(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 100  
CIP Line Item No. (if applicable): \_\_\_\_\_

Award Amount(s):  
Vendor 1: Southeastern Security Professionals, LLC - \$171,263.68  
Name/Amount

**Justification:**  
*Facilities Management is requesting renewal of contract.*

*Clyde D. Atwell* Department Director Signature  
4/8/19 Date

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**

*Delois Robinson* Purchasing and Contracting Signature  
4/8/19 Date