

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

<b>User Department: Department of Watershed Management (DWM), Facilities Management (FM)</b>	<b>From: Purchasing &amp; Contracting</b>
<b>ITB No.: 19-101150</b>	<b>Title: Engine and Generator Maintenance and Repair (Annual Contract w/2 Options to Renew)</b>
<b>Effective Date: September 22, 2020</b>	<b>Expiration Date: December 31, 2023</b>
<b>Contract APPROVED Amount: \$540,000.00</b>	<b>Number of Renewals to Date: 02</b>

<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
Power and Energy Services, Inc.	1228720	Yes

User Department Recommendation: Renew  Bid  Increase  Decrease

Funding for Renewal Term: \$ \$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 511 SPLOST  Category \_\_\_\_\_  
 CIP Line-Item No. (if applicable): \_\_\_\_\_

**Justification:**  
 This contract will be utilized by the Department of Watershed Management for routine and emergency inspection, testing, maintenance, installation, removal, and/or repair of portable and stationary engines (diesel, propane, natural gas, and gasoline), generator sets, and all associated parts, accessories and equipment. The current contract expires December 31, 2023. DWM is working with P & C to rebid this service. DWM would like to increase funding and extend the contract until December 31, 2024.

Digitally signed by David Hayes  
 Date: 2023.09.01 13:47:33 -04'00'

David Hayes \_\_\_\_\_ 9/1/2023 \_\_\_\_\_  
**Department Director Signature** **Date**

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

**Additional Comments:**  
 \_\_\_\_\_ 10/14/2023 \_\_\_\_\_  
**Purchasing and Contracting Signature** **Date**



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<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
Power and Energy Services, Inc.	1228720	

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

Funding for Renewal Term: \$ \$400,000.00  
 (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 100 SPLOST  Category \_\_\_\_\_  
 CIP Line-Item No. (if applicable): \_\_\_\_\_

**Justification:**  
 Facilities Management is requesting above contract be extended to 12/31/2024.  
 Requesting an additional \$400,000 for the following services for FY2024:  
 -Inspection Test and Maintenance - \$150,000  
 -Service Call Repairs - \$100,000  
 -Emergency Generator Replacements and Upgrades - \$150,000

 8/31/2023  
 Department Director Signature Date

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

**Additional Comments:**  
 \_\_\_\_\_  
 10/14/2023  
 Purchasing and Contracting Signature Date