



DeKalb County
GEORGIA

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Facilities Management	From: Purchasing and Contracting Department
CPA No. 1274588	Title: Card Access (Keyscan) Install, Maintenance and Repair
Effective Date:	Expiration Date: June 30, 2025
Contract APPROVED Amount: \$2,596,000.00	Number of Change Orders to Date: 3

Contractor(s)	Contract No.	Agrees to Extend
Southern Security Professionals	1274588	Yes

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

Funding for Renewal Term: \$150,000.00

(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 extension of the Southern Security Professionals contract for six additional months. Also requesting an additional \$150,000 to cover the six-months.



Department Director Signature

5/20/2025

Date

For Use by Purchasing and Contracting:

Approve ☒

Deny ☐

Additional Comments:

Willie Moon

Digitally signed by Willie
Moon
Date: 2025.06.14 20:33:50
-04'00'

6/14/25

Purchasing and Contracting Signature

Date



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Police Services	From: Purchasing and Contracting Department
CPA No. 1274588	Title: Card Access (Keyscan) Install, Maintenance and Repair
Effective Date:	Expiration Date: June 30, 2025
Contract APPROVED Amount: \$2,596,000.00	Number of Change Orders to Date: 2

Contractor(s)	Contract No.	Agrees to Extend
Southern Security Professionals	1274588	Yes

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

Funding for Renewal Term: **\$10,000.00**

(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 **274** SPLOST ☐ Category _____
CIP Line Item No. (if applicable): _____

Justification:

Contract #1274588 consists of the installation, maintenance and repair of all card access points. This request seeks to extend the contract terms and add funding for Police Services usage of the contract. Police Services (Fund 274) request a renewal of \$10,000.00 based on prior year spend.



Department Director Signature

June 6, 2025

Date

For Use by Purchasing and Contracting:

Approve ☒

Deny ☐

Additional Comments:

Willie Moon
Digitally signed by Willie Moon
Date: 2025.06.14 20:33:41 -04'00'

6/14/25

Purchasing and Contracting Signature

Date



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Department of Watershed Management	From: Purchasing and Contracting Department
CPA No. 1274588	Title: Card Access (Keyscan) Install, Maintenance and Repair
Effective Date:	Expiration Date: June 30, 2025
Contract APPROVED Amount: \$2,596,000.00	Number of Change Orders to Date: 3

Contractor(s)	Contract No.	Agrees to Extend
Southern Security Professionals	1274588	Yes

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

Funding for Renewal Term: \$200,000.00

(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 repairs and upgrade of key card access system at all DWM Facilities. DWM is working with P & C to rebid this service. DWM would like to increase funding and extend the contract through 12/31/2025.

Reginald Wells Digitally signed by Reginald Wells
Date: 2025.05.22 09:55:18 -04'00'

5/22/2025

Department Director Signature

Date

For Use by Purchasing and Contracting:

Approve ☒

Deny ☐

Additional Comments:

Willie Moon

Digitally signed by Willie Moon
Date: 2025.06.14 20:33:29 -04'00'

Purchasing and Contracting Signature

6.14.25

Date



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Sanitation	From: Purchasing and Contracting Department
CPA No. 1274588	Title: Card Access (Keyscan) Install, Maintenance and Repair
Effective Date:	Expiration Date: June 30, 2025
Contract APPROVED Amount: \$2,596,000.00	Number of Change Orders to Date: 3

Contractor(s)	Contract No.	Agrees to Extend
Southern Security Professionals	1274588	Yes

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

Funding for Renewal Term: \$15,000.00
(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 541 SPLOST ☐ Category _____
CIP Line Item No. (if applicable): _____

Justification:

Sanitation requests a Change Order to increase the contract by \$15,000.00 and to extend the contract until December 31, 2025, while a new ITB in is progress. Consists of keyscan card access, installation, maintenance, and repair services for use by the Sanitation Division.


Department Director Signature

5/27/25
Date

For Use by Purchasing and Contracting:

Approve ☒

Deny ☐

Additional Comments:

Willie Moon
Digitally signed by Willie Moon
Date: 2025.06.14 20:34:01 -04'00'

6/14/25

Purchasing and Contracting Signature

Date