

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Fire Rescue Services	From: Purchasing and Contracting
CPA No.: 1272820 RFP 21-500570	Title: On Call Architect and Engineering Design Services
Effective Date: 05/03/22	Expiration Date: 12/31/26
Contract APPROVED Amount: \$1,033,280.36	Number of Change Orders to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
POH+W Architects, LTD.	1272820	N/A

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

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

Justification:

To add funding for usage of SPLOST Funded projects to provide conceptual plans and renderings for Fire Stations 18, 19, and 20. This request also seeks to extend the vendor's contract time to December 31, 2028 for project completion.

SPLOST Program Management Coordinator: 

SPLOST Approved Funding Amount: \$100,000.00

SPLOST Category/Description: SPLOST II, Category A1- Public Safety Purposes; 106988-80662-541301-1.001-603074

 08/05/25
Department Director Signature Date

For Use by Purchasing and Contracting: Approve ☒ Deny ☐

Additional Comments:

Willie Moon Digitally signed by Willie Moon
Date: 2025.09.26 05:26:40
-04'00'

9/19/25

Purchasing and Contracting Signature

Date