



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

User Department: Fleet Management	From: Purchasing & Contracting
ITB No. 22-101554	Title: Decals for County Vehicles (Annual Contract with 2 Options to Renew)
Effective Date: July 25, 2023	Expiration Date: July 31, 2026
Contract APPROVED Amount: \$452,629.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
AKO Signs, Inc.	1342927	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: **\$20,000**
 (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 **611** SPLOST Category _____
 CIP Line Item No. (if applicable): _____

Justification:

Fleet Management requesting funds to participate in this contract for decals and graphics for non-public safety County vehicles.

Vernetha Halls Digitally signed by Vernetha Halls
 Date: 2026.03.27 16:57:49 -04'00'

03/27/2026

Department Director Signature

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Djuana Herron

4/13/2026

Purchasing and Contracting Signature

Date



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Fire and Emergency Services	From: Purchasing & Contracting
ITB No. 22-101554	Title: Decals for County Vehicles (Annual Contract with 2 Options to Renew)
Effective Date: July 25, 2023	Expiration Date: July 31, 2026
Contract APPROVED Amount: \$452,629.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
AKO Signs, Inc.	1342927	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: 2,500
 (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 270 SPLOST Category _____
 CIP Line Item No. (if applicable): _____

Justification:

Fire and Emergency Rescue Services uses this contracted service for its vehicles and anticipates the need for 30 - 40 decals as follows:

ITEM NO. COMMODITIES OR SERVICES "ESTIMATEDNUMBER OF UNITS" UNIT UNIT PRICE AMOUNT

87 "Fire Rescue Services:Installation of decals on entire vehicle for Fire Rescue Services in accordance with the minimum specifications for.(Chevrolet Silverado 3500)Rapid Response Vehicle "Squad"" 5 Each

88 "Fire Rescue Services:Installation of decals on entire vehicle to includebut not limited to roof, sides, and rear of vehiclefor Police Services in accordance with theminimum specifications for (ChevroletSilverado 3500) Battalion Vehicle" 7 each

89 "Fire Rescue Services:Replacement of decals in the event of avehicle accident or other damage to the fireapparatus. (All Fire Rescue Apparatus)Doors, Windows, Quarter Panels, Fenders,ETC." 10 each

90 "Fire Rescue Services:Decals for non-emergency vehicles, Decal willinclude new Department Patch Decal. And "Non-Emergency Vehicle"." 5 Each

Melvin K. Carter
Melvin K. Carter (Mar 26, 2026 14:27:19 EDT)

Mar 26, 2026

Department Director Signature

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Djuana Herron

4/13/2026

Purchasing and Contracting Signature

Date



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Marshal's Office	From: Purchasing & Contracting
ITB No. 22-101554	Title: Decals for County Vehicles (Annual Contract with 2 Options to Renew)
Effective Date: July 25, 2023	Expiration Date: July 31, 2026
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Contractor(s)	Contract No.	Agrees to Extend
AKO Signs, Inc.	1342927	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 _____ SPLOST Category 100
 CIP Line Item No. (if applicable): _____

Justification:

We would like to confirm our intent to renew our contract with AKO for the upcoming term. Their team has consistently provided excellent service and support, which has been greatly valued by our organization. As we continue to grow, we will also be receiving twelve new units this year, and we look forward to continuing our partnership with AKO to support these additions and maintain the high level of service we have experienced.

Marshal K.E. Richardson Digitally signed by Marshal K.E. Richardson
Date: 2026.03.11 14:54:06 -04'00'

3/11/26

Department Director Signature

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Djuana Herron

4/13/2026

Purchasing and Contracting Signature

Date



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

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AKO Signs, Inc.	1342927	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: _____
(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 extend contract to allow time for bid document to be developed and placed out to the public. Requesting a period of 8 months thru 03/31/27.

Funding is as follows:

Police Fund \$100,000.00 (Police Services)
General Fund \$5,000.00 (Animal Services)



Department Director Signature

3/12/24

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Djuana Herron

Purchasing and Contracting Signature

4/13/2026

Date