

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

| | |
|---|---|
| User Department: Human Services | From: Purchasing & Contracting |
| RFP/ITB No.: 20-500541 | Title: Meal Services for Seniors (Annual Contract with 2 Options to Renew) |
| Effective Date: 4/12/2021 | Expiration Date: 06/30/2026 |
| Contract APPROVED Amount: \$1,252,516.37 | Number of Change Orders to Date: 3 |

| Contractor(s) | Contract No(s). | Amount Spent |
|-------------------------------|-----------------|----------------|
| Meals on Wheels Atlanta, Inc. | 1226949 | \$1,232,037.83 |

For Use by User Department:

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

The Human Services Department recommends adding \$715,000 additional funds to the above contract for Meals and Wheels to continue providing congregate meals and shelf stable meals to the seniors until the contract expires on April 30, 2026. The funds added will be federal and state funds.

If an increase to funding is required, provide the following:


Total Amount of Increase: \$ 715,000

Funding Source: General ☐ Enterprise ☐ 3 Digit Fund Code: 250

SPLOST Category (if applicable): _____

CIP Line-Item No. (if applicable): _____

Other: _____



6/27/25

Department Director Signature & Date

| | |
|---|--|
| <p><u>For Use by Purchasing and Contracting:</u></p> <p>Additional Comments (if applicable):</p> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Crystal Manson</p> <p><small>Digitally signed by Crystal Manson Date: 2025.07.21 09:45:14 -04'00'</small></p> </div> <div style="flex: 1; border-top: 1px solid black; margin-top: 20px;"></div> </div> | <p>Approved: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Purchasing and Contracting Signature & Date</p> |
|---|--|