



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Beautification	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 21-101364	Title: High Visibility Reflective Safety Apparel (Three (3) Year Multiyear Contract)
Effective Date: 08/23/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$2,127,500.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No(s).	Amount Spent
E.R. Partridge Inc	1302427	\$1,012,882.45

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):

Beautification requests to extend ER Partridge contract until December 31, 2026. This contract provides reflective uniforms (shirts, jackets, pants, hats, etc.) for new and existing employees.

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

Total Amount of Increase: \$ 25,000.00
Funding Source: General Enterprise 3 Digit Fund Code: 272 - Uninc
SPLOST Category (if applicable): _____
CIP Line-Item No. (if applicable): _____
Other: _____



Department Director Signature & Date


For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson

Purchasing and Contracting Signature

 Digitally signed by Crystal Manson
Date: 2025.10.24 20:30:15 -04'00'



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department Sanitation	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 21-101364	Title: High Visibility Reflective Safety Apparel (Three (3) Year Multiyear Contract)
Effective Date: 08/23/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$2,127,500.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No(s).	Amount Spent
E.R. Partridge Inc	1302427	\$1,012,882.45

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):

Sanitation requests to extend ER Partridge contract until December 31. 2026. This contract provides reflective uniforms (shirts, jackets, pants, hats, etc.) for Sanitation employees.

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

Total Amount of Increase: \$ 75,000.00
Funding Source: General Enterprise 3 Digit Fund Code: 541 - Sanita
SPLOST Category (if applicable):
CIP Line-Item No. (if applicable):
Other:


Department Director Signature & Date


For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson

Purchasing and Contracting Signature

 Digitally signed by Crystal Manson
Date: 2025.10.24 20:30:27 -04'00'

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

User Department: Watershed Management	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 21-101364	Title: High Visibility Reflective Safety Apparel (Three (3) Year Multiyear Contract)
Effective Date: 08/23/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$2,127,500.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No(s).	Amount Spent
ER Partridge Inc	1302427	\$1,012,882.45

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):

This contract will be utilize by DWM to purchase High Visibility Reflective Apparel for employees. DWM is working with P & C to rebid this service. DWM would like to extend the time and the term of the contract through 12/31/2026.The department has not incurred the amount of work projected for the contract amount awarded;no additional funding is needed.

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

Total Amount of Increase: \$ 0


Funding Source: General ☐ Enterprise ☒ 3 Digit Fund Code: 511

SPLOST Category (if applicable): _____

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

Other: _____

Reginald Wells

 Digitally signed by Reginald Wells
Date: 2025.10.02 10:41:40 -04'00'


Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson

 Digitally signed by Crystal Manson
Date: 2025.10.06 16:37:39 -04'00'

Purchasing and Contracting Signature

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

User Department: Public Works - Roads and Drainage	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 21-101364	Title: High Visibility Reflective Safety Apparel (Three (3) Year Multiyear Contract)
Effective Date: 08/23/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$2,127,500 (CPA 1302427); \$207,500.00 (CPA 1302433)	Number of Change Orders to Date: 0

Contractor(s)	Contract No(s).	Amount Spent
E.R. Partridge Inc	1302427	\$1,012,882.45
Safety Products Inc	1302433	\$45,796.25

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): ☐

PW-R&D requests continued participation in E.R. Partridge-CPA 1302427 for CO #1 through December 31, 2026 without additional Cap for High Visibility Reflective Safety Apparel.

The apparel is required for current Crew members and new hires to enhance work safety, accident prevention, compliance with safety regulations, and improved visibility in hazardous conditions. Consists of high visibility safety shirts, vests, caps, sweatshirts, and rain wear.

R&D Spend To Date: ER Partridge = \$171,548
Safety Prod. \$ 0.00

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

Total Amount of Increase: \$ _____

Funding Source: General Enterprise 3 Digit Fund Code: _____

SPLOST Category (if applicable): _____

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

Other: _____

Department Director Signature & Date (Peggy V. Allen, DDPW)


10-15 

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson

 Digitally signed by Crystal Manson
Date: 2025.10.17 16:59:45 -04'00'

Purchasing and Contracting Signature

