

**DeKalb County**  
**Department of Purchasing and Contracting**  
**Contract Renewal Request Form**

**User Departments: Watershed Management (DWM)**

**From:**

**ITB No.:**

**Title:**

**Effective Date:**

**Expiration Date:**

**Contract APPROVED Amount:**

**Number of Renewals to Date:**

**Amount Released:**

Contractor(s)	Contract No.	Agrees to Extend
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**User Department Recommendation:**

Renew

Bid

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 \_\_\_\_\_

CIP Line Item No. (if applicable): \_\_\_\_\_ Award Amount(s): \_\_\_\_\_

Vendor 1: \_\_\_\_\_ Name/Amount  
Vendor 2: \_\_\_\_\_ Name/Amount

Vendor 3: \_\_\_\_\_ Name/Amount  
Vendor 4: \_\_\_\_\_ Name/Amount

**Justification:**

\_\_\_\_\_  
**Department Director Signature**

\_\_\_\_\_  
**Date**

**For Use by Purchasing and Contracting:**

Approve

Deny

**Additional Comments:**

\_\_\_\_\_  
**Purchasing and Contracting Signature**

\_\_\_\_\_  
**Date**