

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

<b>User Department:</b> Watershed Management	<b>From:</b> Purchasing and Contracting
<b>ITB/RFP No.:</b> ITB 20-101297	<b>Title:</b> Valve and Wet Tap Installation Services (Three (3) Year Multiyear Contract)
<b>Effective Date:</b> 06/11/2021	<b>Expiration Date:</b> 12/31/2025
<b>Contract APPROVED Amount:</b> \$706,635.00	<b>Number of Change Orders to Date:</b> 1

Contractor(s)	Contract No(s).	Amount Spent
Georgia Hydrant Services Inc.	1252340	\$635,800.00

**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 Department of Watershed Management(DWM) is requesting that the Valve and Wet Tap Installation Services contract with an increase in funding of \$150,000 to allow continuity in services for the County valve and wet tap installation until the competitive bid process is completed.

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

**Total Amount of Increase:** \$ \$150,000.00

**Funding Source:** General ☐ Enterprise ☐ 3 Digit Fund Code: 513

SPLOST Category (if applicable): \_\_\_\_\_

CIP Line-Item No. (if applicable): \_\_\_\_\_

Other: \_\_\_\_\_

Reginald Wells

Digitally signed by Reginald Wells  
 Date: 2025.05.16 11:36:22 -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: 2025.05.16  
 17:06:21 -04'00'

**Purchasing and Contracting Signature**