DeKalb County
GEORGIA

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: PW-Roads & Drainage	**From:** Purchasing & Contracting
ITB No.: 24-101686	**Title:** **Roadway Bulk De-Icing Materials** (3- Multiyear)
Effective Date: 7/1/2025	**Expiration Date:** 7/31/2028
Contract APPROVED Amount: $ 150,000.00	**Number of Change Orders to Date:** **0**

Contractor(s)	**Contract No(s).**	**Amount Spent**
FM Shelton	**2000222**	$91,600.00

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):

PW-R&D requests CO #1 to FM Shelton-2000222 to add $100,000 cap; and contract term remains same 7/31/2028. This will allow sufficient cap to procure and maintain safe levels of materials in the Camp Road hanger to continue operations without interruption through term.

De-icing material mixture of Calcium Chloride/Sand/Salt used to maintain County's roadways, parking lots and sidewalks for safe and fluid movement for residents and vehicles during inclement weather events via R&D First Response duties. R&D also supports smaller surrounding municipalities during emergency events.

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

Total Amount of Increase: $ **100,000.00**
Funding Source: General [ ] Enterprise [X] 3 Digit Fund Code: **581** – (Stormwater Management.- Oper.)
SPLOST Category (if applicable): ____________________
CIP Line-Item No. (if applicable): ____________________
Other: ____________________

7/13/26

Department Director Signature & Date
(Peggy V. Allen, DDPW) 7-13-2026

For Use by Purchasing and Contracting: Approved: **Yes** [✔] **No** [ ]

Additional Comments (if applicable):

Crystal Manson
Signed by: Crystal Manson
Date & Time: Jul 30, 2026 15:00:39 EDT

Purchasing and Contracting Signature & Date