




MEMORANDUM

DATE: December 18, 2019

TO: Cathryn Horner, Interim Director
DeKalb Purchasing and Contracting Department

FROM: Damon Scott, Director 
DeKalb Human Services Department

SUBJECT: Request for Change Order- Contract #15-902947 LWSC Aquatics Services

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

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Contract #15-902947, a multi-year contract for the provision of aquatics services at the Lou Walker Senior Center was executed on January 14, 2015. Aquatic services have been provided by the vendor to the Department's satisfaction during the course of this contract, however the contract is scheduled to expire next month on January 31, 2020.

The Human Services Department requests assistance with implementation of a Change Order to adjust the contract terms of Contract #15-902947 to allow for additional time for the County to implement a Request for Proposals procurement process. Specifically, we request to change the end date of the contract from January 31, 2020 to April 30, 2020. In addition, we would like to add \$25,000 to this contract to cover the cost of services for the additional months.

Please know that time is of the essence. We request your assistance with drafting a Board of Commissioners Agenda item for the January 14, 2020 meeting to ensure that the change order can be implemented before the contract ends.

Ms. Latarsha Williams, Human Services Administrator is the designated point of contact for any questions that you may have regarding this request. She can be reached at (404) 370-7255 or via email at lwilliams@dekalbcountyga.gov.

DS/llw

Cc: Bettye Davis, LWSC Director
Latarsha Williams, Human Services Administrator