



DeKalb County
G E O R G I A

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DeKalbCountyGa.gov

Human Services
30 Warren Street NE
Atlanta, GA 30317

MEMORANDUM

Chief Executive Officer
Michael L. Thurmond

Board of Commissioners

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Steve Bradshaw


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DATE: February 14, 2020

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

FROM: Damon Scott, Director 
DeKalb Human Services Department

SUBJECT: Request for Change Order- Contract #1182741- Home Delivered Meals

Contract #1182741 was executed on December 6, 2019 with Magic Kitchen, Inc. to provide home delivered meals to home bound seniors living in DeKalb. Meal service has been provided by the vendor to the Department's satisfaction during this contract, however the contract is scheduled to expire on April 20, 2020.

The Human Services Department requests assistance with implementation of a Change Order to adjust the contract terms of Contract #1182741 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 April 20, 2020 to July 31, 2020. In addition, we would like to add \$300,000 to this contract to cover the cost of services.

Please know that time is of the essence. We request your assistance with drafting a Board of Commissioners Agenda item for the March 24, 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 llwilliams@dekalbcountyga.gov.

DS:llw

Cc: Darryl Blackwell, Senior Services Manager
Latarsha Williams, Human Services Administrator