

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

<b>User Department: Fleet</b>	<b>From: Tammy Shew-Procurement Agent</b>
<b>CPA No.:1284154,1284155,1284156,1284157,1284158</b>	<b>Title: Lubricants (ITB#21-101442) (1<sup>st</sup> of 2 Options to Renew)</b>
<b>Effective Date: 3/8/22</b>	<b>Expiration Date: 3/31/23</b>
<b>Contract APPROVED Amount: \$690,000.00</b>	<b>Number of Renewals to Date: 0</b>

Contractor(s)	Contract No.	Agrees to Extend
Dilmar Oil Co. -CPA #1284154		Yes
The McPherson Co.-CPA#1284155		Yes
Lubrication Eng. Inc., CPA 1284156		Yes
Taylor Ent., Inc., CPA#1284157		Yes
Cadence Petroleum, CPA#1284158		Yes

<b><u>User Department Recommendation:</u></b>	Renew <input checked="" type="checkbox"/>	Bid <input type="checkbox"/>
Funding for Renewal Term: <u>\$ 575,000.00</u>		
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)		
Funding: General <input checked="" type="checkbox"/> Enterprise <input type="checkbox"/> 3 Digit Fund Code <u>611</u>		
CIP Line Item No. (if applicable): _____		
<b><u>Justification:</u></b>		
<b>This is a request for the renewal of our Lubricants Contract to provide services for the operation of the County vehicles and pieces of equipment.</b>		
<b>Robert Gordon</b> <small>Digitally signed by Robert Gordon Date: 2023.01.09 09:46:09 -05'00'</small>	<u>1/9/2022</u>	<b>Date</b>
<b>Department Director Signature</b>		

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**For Use by Purchasing and Contracting:**

Approve

Deny

**Additional Comments:**

*Phyllis A. Head*

01/13/2023

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**Purchasing and Contracting Signature**

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