

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Human Services	From: Purchasing & Contracting
RFP/ITB No.: 20-500559	Title: Home Delivered and Shelf Stable Meals for Seniors (Multiyear)
Effective Date: 11/8/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$3,076,020.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No(s).	Amount Spent
Meals on Wheels Atlanta, Inc.	1298810	\$1,068,472.36

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 Human Services Department respectfully requests approval to extend the Meals on Wheels Contract (#1298810) through December 31, 2027. This contract ensures the continued provision of meals to homebound seniors. No additional funding is required, as sufficient funds remain available within the existing contract.

If an increase to funding is required, provide the following:
Total Amount of Increase: \$ 0
Funding Source: General ☐ Enterprise ☐ 3 Digit Fund Code: 250
 SPLOST Category (if applicable): _____
 CIP Line-Item No. (if applicable): _____
 Other: _____



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: 2025.09.04 23:09:12 -04'00'

Purchasing and Contracting Signature & Date