

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Facilities Management		From: Purchasing and Contracting Department	
CPA No. 1379287		Title: Juvenile Justice Center Canopy Installation	
Effective Date: July 30, 2024		Expiration Date: August 31, 2025	
Contract APPROVED Amount:		Number of Change Orders to Date: 2	
Contractor(s)		Contract No.	Agrees to Extend
Brad Construction Company II, LLC		1379287	

User Department Recommendation: Renew ☐ Bid ☐ Increase ☒ Decrease ☐

Funding for Renewal Term: **\$20,274.58**
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)


Funding: General ☐ Enterprise ☐ 3 Digit Fund Code **350** SPLOST ☐ Category _____
CIP Line Item No. (if applicable): **Project - 106594, Award - 602889, Task - 01, Org - 83410, Exp - 541301**

Project Name: Judges' Parking Lot Canopy

Justification:

Unforeseen conditions arose during the construction (the screen wall foundations were not as they were drawn in the original plans, the lights required emergency ballasts, the bollards had to be removed and reinstalled, etc...), which required additional funding to correct. The corrections ended up costing an additional \$20,274.58 more than the original proposal.

Requesting also to extend this contract to December 31, 2025.



Department Director Signature

8/15/25

Date

For Use by Purchasing and Contracting:	
Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
Additional Comments:	
Willie Moon <small>Digitally signed by Willie Moon Date: 2025.08.28 23:52:34 -04'00'</small>	8/28/25 _____ Date
Purchasing and Contracting Signature	