

**DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form**

<b>User Department:</b> Watershed Management	<b>From:</b> Purchasing and Contracting
<b>ITB/RFP No.:</b> ITB 21-101345	<b>Title:</b> Salt (Three (3) Year Multiyear Contract)
<b>Effective Date:</b> 10/05/2021	<b>Expiration Date:</b> 12/31/2024
<b>Contract APPROVED Amount:</b> \$341,280.00	<b>Number of Change Orders to Date:</b> 1

Contractor(s)	Contract No(s).	Amount Spent
FM Shelton, Inc.	1266062	\$20,181.00

**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):**

This contract will be utilized by the Department of Watershed Management for seasonal emergency preparedness. During Winter Weather outages the Department of Watershed Management must have on-hand salt supplies in large enough quantities in order to service DeKalb County Citizens in case of Winter water main breaks when water quickly turns to ice. Supplies are not available in season and often too late to purchase for emergency situations. DWM is working with P & C to rebid this service. DWM would like to extend the time to match the term of the contract through 12/31/2025. The department has not incurred the amount of work projected for the contract amount awarded;no additional funding is needed.

**If an increase to funding is required, provide the following:**

**Total Amount of Increase:** \$ 0

**Funding Source:** General  Enterprise  3 Digit Fund Code: 511

SPLOST Category (if applicable): \_\_\_\_\_

CIP Line-Item No. (if applicable): \_\_\_\_\_

Other: \_\_\_\_\_

**David Hayes**

Digitally signed by David Hayes  
Date: 2024.09.27 14:17:21 -04'00'

Department Director Signature & Date

**For Use by Purchasing and Contracting:**

Approved: Yes  No

Additional Comments (if applicable):

**Crystal Creekmore**

Digitally signed by Crystal Creekmore  
Date: 2024.09.27 14:51:52 -04'00'

Purchasing and Contracting Signature



**DeKalb County  
Roads and Drainage Division  
Public Works Department  
Peggy V. Allen, Deputy Director, PW**

**Chief Executive Officer**  
Michael Thurmond  
**Board of Commissioners**

District 1  
Robert Patrick

District 2  
Michelle Long Spears

District 3

District 4  
Steve Bradshaw

District 5  
Merceda Davis Johnson

District 6  
Edward "Ted" Terry

District 7

## MEMORANDUM

August 15, 2024

**TO:** Michelle Butler, Chief Procurement Officer | Purchasing & Contracting

**THRU:** Zachary L. Williams, COO  
Rick Lemke, Public Works Director Richard W.  
Lemke

**FROM:** Peggy V. Allen, DDPW – Roads & Drainage

Digitally signed by Richard W.  
Lemke  
Date: 2024.08.15 15:40:05 -04'00'

**SUBJECT:** Proposal for Change Order No. 2 Extension to DeKalb CPA 1266062  
FM Shelton Co. (ITB No. 21-101345, SALT ((Three (3) Year Multiyear  
Contract)) – (DWM-Lead UD)

**Original Contract Term and Dollar Amount:** October 25, 2021 through October 30, 2024 and  
\$227,520.00

**Previous Changes to the Dollar Amount:** Additional funding \$113,760.00 via Change Order  
No. 1

**Previous Changes to the Term:** Contract Term remained same as October 24, 2024

**Current Cumulative Contract Term and Dollar Amount:** Expiration October 24, 2024 and  
\$321,099.00

**Proposed Contract Term and Dollar Amount:** Contract Term Extension for 1 year through  
October 31, 2025 with no additional funding.

**Detailed Description of Requested Change:** PW- R&D requests CO#2 Extension through  
October 31, 2025 with no additional funding for CPA 1266062- F. M. Shelton, Inc. (SALT ITB  
No. 21-101345) and continue participation.

The extension will allow the vendor to continue providing the material used to keep DeKalb  
County roads, bridges, and facilities passible safe and free of snow and ice during winter weather  
events. The process is critical for the safety of DeKalb County residents and the safe fluid  
movement of emergency response vehicles and personnel. Public Works – Roads & Drainage  
maintains approximately 2,000 miles of roadway.

cc: David E. Hayes, Watershed Director – DWM  
Crystal Creekmore  
Desmore Joseph  
Michele Smith