DeKalb County
GEORGIA

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Watershed Management	**From:** Purchasing and Contracting
ITB/RFP No.: N/A	**Title:** Cooperative Agreement for Safety Shoes (Fairfax County, VA Contract No. 44000012004)
Effective Date: 03/26/2024	**Expiration Date:** 03/31/2026
Contract APPROVED Amount: $563,000.00	**Number of Change Orders to Date:** 1

Contractor(s)	Contract No(s).	Amount Spent
Saf-Gard Safety Shoes Co.	1372099	$532,702.88

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 (DWM) to order safety boots for more than 500 employees who receive safety boots bi-annually. The Fairfax County Cooperative Agreement would allow DWM boot selections for the employees of the department. The department would like to increase funding on this contract.

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

Total Amount of Increase: $ $200,000.00

Funding Source: General ☐ Enterprise ☑ 3 Digit Fund Code: 511

SPLOST Category (if applicable): ______

CIP Line-Item No. (if applicable): ______

Other: ______

Reginald Wells Digitally signed by Reginald Wells Date: 2025.10.14 15:36:35 -04'00'

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: 2025.10.17 16:55:52 -04'00'

Purchasing and Contracting Signature

DeKalb County

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Public Works - Roads and Drainage	**From:** Purchasing and Contracting
ITB/RFP No.: N/A	**Title:** Cooperative Agreement for Safety Shoes (Fairfax County, VA Contract No. 44000012004)
Effective Date: 03/26/2024	**Expiration Date:** 03/31/2026
Contract APPROVED Amount: $563,000.00	**Number of Change Orders to Date:** 1

Contractor(s)	Contract No(s).	Amount Spent
Saf-Gard Safety Shoes Co.	1372099	$532,702.88

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):

PW-R&D requests CO #2 extension through 3/31/2027 and add additional $25,000 to Cap. This will allow the vendor to continue providing safety footwear and support the annual Spring safety shoes refresh for existing 400 crew members and recent new hires. Safety shoes provide proper protection for crews while performing County job requirements and for safety risks protection from environmental elements and chemical and electrical factors.

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

Total Amount of Increase: $ 25,000

Funding Source: General -X Enterprise 3 Digit Fund Code: 271 - Special Tax District-Designated

SPLOST Category (if applicable): ______

CIP Line-Item No. (if applicable): ______

Other: ______

10/7/25

Department Director Signature & Date (Peggy V. Allen, DDPW) 10-7-2025

For Use by Purchasing and Contracting: Approved: Yes ☑ No ☐

Additional Comments (if applicable):

Crystal Manson

Digitally signed by Crystal Manson
Date: 2025.10.17 16:54:04 -04'00'

Purchasing and Contracting Signature

DeKalb County
GEORGIA

Department of Purchasing and Contracting
Change Order Request Form

User Department: Sanitation

From: Richard W. Lemke

CPA No.: 1372099

Title: Cooperative Agreement for Safety Shoes

Effective Date: 3/26/24

Expiration Date: 3/31/26

Contract APPROVED Amount: $563,000.00

Contractor(s)	Contract No.	Amount Spent	
Saf-Gard Safety Shoes Co	1372099	$532,702.88	N/A

Total Amount Spent to Date: $532,702.88

User Department Recommendation: Renew ■ Bid ☐

Justification:

Sanitation Division requests to extend the current contract for one additional term until March 31, 2027 and for an additional $166,239.75. Consists of the purchase of safety shoes of various styles, types, and sizes for existing and new Sanitation and Beautification employees.

Department Director Signature

10-9-25

Date

Funding: General ☐ Enterprise ■ 3 Digit Fund Code 541 - Sanitation Operating 272 - Unincorporated Beautificaiton

CIP Line Item No. (if applicable): ____

Sanitation $141,289.75; Beautification = $24,950.00)

For Use by Purchasing and Contracting: Approve ☑ Deny ☐

Additional Comments:

Crystal Manson Digitally signed by Crystal Manson Date: 2025.10.17 16:55:07 -04'00'

Purchasing and Contracting Signature

10/17/25

Date

Additional Justification:

The Sanitation Division holds two on-site Shoe Mobile events per year in January and in July. The Shoe Mobile truck visits each residential collection lot at each event to replace boots.

Residential employees: 320 x $115/pair = $36,800/event x 2 events = $73,600.00
Commercial employees: 67 x $115/pair = $7,705/event x 2 events = $15,410.00
Seminole Landfill employees: 53 x $145/pair = $7,685/event x 2 events = $15,370.00
Beautification employees: 65 x $115/pair = $7,475/event x 2 events = $14,950.00
New hired employees: $20,000.00 annually

In August 2025, Sanitation held its first on-site Shoe Mobile event for its field operations teams. The total cost was $26,909.75.

Overall total: $166,239.75

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

User Department: RPCA	**From:** Purchasing and Contracting
ITB/RFP No.: N/A	**Title:** Cooperative Agreement for Safety Shoes (Fairfax County, VA Contract No. 44000012004)
Effective Date: 03/26/2024	**Expiration Date:** 03/31/2026
Contract APPROVED Amount: $563,000.00 TM	**Number of Change Orders to Date:** 1

Contractor(s)	**Contract No(s).**	**Amount Spent**
Saf-Gard Safety Shoes Co.	1372099	$532,702.88 TM

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):

RPCA recommends Saf Gard Safety Shoes to provide safety shoes for DeKalb County RPCA employees.

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

Total Amount of Increase: $ 10,000
Funding Source: General X Enterprise 3 Digit Fund ___________
Code: SPLOST Category (if applicable): ____________
CIP Line-Item No. (if applicable): ____________
Other: ____________

Chuck O. Ellis
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: 2025.10.17 16:56:23 -04'00'
Purchasing and Contracting Signature

DeKalb County
GEORGIA

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Fleet Management	**From:** Purchasing and Contracting
ITB/RFP No.: N/A	**Title:** Cooperative Agreement for Safety Shoes (Fairfax County, VA Contract No. 44000012004)
Effective Date: 03/26/2024	**Expiration Date:** 03/31/2026
Contract APPROVED Amount: $563,000.00	**Number of Change Orders to Date:** 1

Contractor(s)	**Contract No(s).**	**Amount Spent**
Saf-Gard Safety Shoes Co.	1372099	$532,702.88

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 request is to include Fleet Management as a part of this contract to purchase safety shoes for Technicians and other specified Fleet personnel, as required.

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

Total Amount of Increase: $ 80,000

Funding Source: General Enterprise 3 Digit Fund Code: 611

SPLOST Category (if applicable): ____

CIP Line-Item No. (if applicable): ____

Other: ____

Department Director Signature & Date Robert Gordon Digitally signed by Robert Gordon Date: 2025.10.29 06:44:49 -04'00'

For Use by Purchasing and Contracting: Approved: **Yes** ☑ **No** ☐

Additional Comments (if applicable):

Crystal Manson Digitally signed by Crystal Manson Date: 2025.10.29 11:12:55 -04'00'

Purchasing and Contracting Signature