



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

Chief Executive Officer

Michael Thurnond

Board of Commissioners

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District 7
Lorraine Cochran-Johnson

MEMORANDUM

February 6, 2024

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

THROUGH: Zachary L. Williams, COO

✓ Rick Lemke, Public Works Director

FROM: ✓ Peggy V. Allen, DDPW - Roads and Drainage

SUBJECT: Proposed Amendment/Change Order No. 1 to DeKalb County CPA 1318561–
C. W. Matthews Contracting Co., Inc. (ITB No. 22-101519 LMIG 2022
Road Resurfacing) - (365 Day Contract)

Original Contract Term and Dollar Amount: February 16, 2023 through March 16, 2024 and
Total \$23,772,020.00

Previous Changes to the Dollar Amount: N/A

Previous Changes to the Term: N/A

Current Cumulative Contract Term and Dollar Amount: February 16, 2023 through March 16,
2024 and Total Amount \$23,772,020.00

Proposed Contract Term and Dollar Amount: Term Extension for 3 months to June 30, 2024
with no additional funding.

Detailed Description of Requested Changes: R&D requests to extend the contract term 3 months
to June 30, 2024 with no additional funding for CPA 1318561- C. W. Matthews Contracting Co.,
Inc. (ITB No. 22-101519, LMIG 2022 Road Resurfacing). Based on progress to date, this contract
extension will allow the contractor adequate time to complete the scheduled resurfacing work which
succumbed to applicable days lost due to rainy weather and unanticipated delays.

cc: Crystal Creekmore
Ernest Slaughter
Mike Malcolm
Michele Smith



DeKalb SPLOST Change Order Request Administrative Authorization

ITB No. 22-101519 Contract No. 1318561 Change Order # 1

Previous Change Orders: N/A

Request Date February 01, 2024 Project Type Roadway Resurfacing

Project Description 2022 LMIG Road Resurfacing

Contractor C.W. Matthews Contracting Co. Purchase Order Authorized Amount \$23,772,020.00

Change Order Amount \$0 Change to Purchase Order 0%

Requester Name Michael Melcom Requester Title Construction Manager

Items for Proposed Change or Addition

Item	Unit of Measure	Quantity	Unit Cost	Total Cost
Time Extension to June 30, 2024	CD	90	N/A	N/A

Explanation of Necessity for Change or Addition Due to weather and other unanticipated delays,
we are requesting a no cost change to extend the contract completion date to June 30, 2024

Division Manager Date

Michael Lunsford 2/1/24
Contractor Name Print Date



Director Date 2/2/24




Contractor Sign



SPLOST PM Construction Manager Date 2/2/24

General Superintendent

Contractor Title



SPLOST PM Coordinator Date 2/5/2024



Zachary L. Williams/COO/Executive Assistant Date 2-5-24

The Chief Executive Officer or his designee shall have the authority to approve and execute a Change Order lowering the Contract Price or increasing the Contract Price up to twenty percent (20%) of the original Contract Price provided that the total amount of the increase authorized by such Change Order is less than \$100,000.