

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Human Resources

From: Karlene Jessie

ITB No.: Co-Op City of Atlanta FC-6490

Title: Pre-Employment Physicals, Drug and Alcohol Testing Services

Effective Date: January 13, 2015

Expiration Date: September 23, 2017

Contract APPROVED Amount: \$443,802.00

Contractor(s)	Contract No.	Amount Spent	
Caduceus Occupational Medicine	954796	\$433,306.50	

Total Amount Spent to Date:
\$433,306.50

User Department Recommendation:

The current three- year contract of \$443,802 averages \$147,934 per year. While HR's actual average for the past 3 years is approximately \$185K (\$15.5K monthly), \$150K is needed to cover services for past due invoices and the remainder of the year.


Department Director Signature

6/26/17
Date

Funding: General Enterprise 3 Digit Fund Code 1520.521201.100
CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:


Purchasing and Contracting Signature

7/5/17
Date

6/23/2017