



**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: 0

Contractor(s)	Contract No(s).	Amount Spent
Saf-Gard Safety Shoes Co.	1372099	\$0.00

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 request is to include Fleet Management on this contract. The contract is to provide safety shoes for Fleet Management technicians and other specified personnel as required.

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

Total Amount of Increase: \$ 150,000

Funding Source: General Enterprise 3 Digit Fund Code: 611

SPLOST Category (if applicable): _____

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

Other: _____

Robert Gordon Digitally signed by Robert Gordon
Date: 2024.04.18 07:26:51 -04'00'

Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes No

Additional Comments (if applicable):

Purchasing and Contracting Signature & Date



**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	Number of Change Orders to Date: 0

Contractor(s)	Contract No(s).	Amount Spent
Saf-Gard Safety Shoes Co.	1372099	\$0.00

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):

RPCA recommends to increase and extend CPA 1372099 with Saf-Gard safety shoes to purchase safe shoes for DeKalb County RPCA employees in the amount of \$26,400 till 3/31/2026.

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

Total Amount of Increase: \$ 26,400

Funding Source: General 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):

Purchasing and Contracting Signature & Date



DeKalb County
GEORGIA

Department of Purchasing and Contracting
Change Order Request Form

User Department: **Beautification**

From: Tracy Hutchinson

CPA No.: 1372099

Title: Cooperative Agreement for Safety Shoes

Effective Date: 3/26/24

Expiration Date: 3/31/24

Contract APPROVED Amount: \$563,000.00

Contractor(s)	Contract No.	Amount Spent	
Saf-Gard Safety Shoes Co	1372099	\$43,922.60	N/A

Total Amount Spent to Date: \$43,922.60

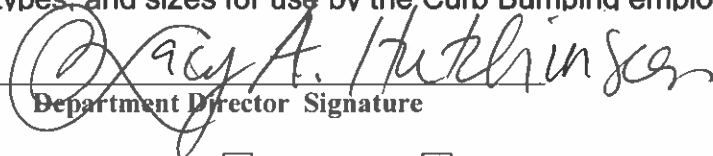
User Department Recommendation:

Renew

Bid

Justification:

Curb Bumping is requesting a change order to be included in the contract and to request an increase to the contract amount by \$10,000.00. Consists of the purchase of safety shoes of various styles, types, and sizes for use by the Curb Bumping employees.


Department Director Signature

4/17/24
Date

Funding: General Enterprise

3 Digit Fund Code 581 - Stormwater

CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Purchasing and Contracting Signature

Date



DeKalb County
GEORGIA

Department of Purchasing and Contracting
Change Order Request Form

User Department: Beautification **From:** Tracy Hutchinson
CPA No.: 1372099 **Title:** Cooperative Agreement for Safety Shoes
Effective Date: 3/26/24 **Expiration Date:** 3/31/24
Contract APPROVED Amount: \$563,000.00

Contractor(s)	Contract No.	Amount Spent	
Saf-Gard Safety Shoes Co	1372099	\$43,922.60	N/A

Total Amount Spent to Date: \$43,922.60

User Department Recommendation: Renew Bid

Justification:
 Beautification is requesting a change order to be included in the contract and to request an increase to the contract amount by \$20,000.00. Consists of the purchase of safety shoes of various styles, types, and sizes for use by the Beautification employees. +

Tracy A. Hutchinson
 Department Director Signature 4/17/24
Date

Funding: General Enterprise 3 Digit Fund Code 272 - Unincorporated Beautification
 CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

 Purchasing and Contracting Signature _____
Date



DeKalb County
GEORGIA

Department of Purchasing and Contracting
Change Order Request Form

User Department: Sanitation

From: Tracy Hutchinson

CPA No.: 1372099

Title: Cooperative Agreement for Safety Shoes

Effective Date: 3/26/24

Expiration Date: 3/31/24

Contract APPROVED Amount: \$563,000.00

Contractor(s)	Contract No.	Amount Spent	
Saf-Gard Safety Shoes Co	1372099	\$43,922.60	N/A

Total Amount Spent to Date: \$43,922.60

User Department Recommendation:

Renew

Bid

Justification:

Sanitation Division is requesting a change order to be included in the contract and to request an increase to the contract amount by \$50,000.00. Consists of the purchase of safety shoes of various styles, types, and sizes for use by the Sanitation employees.

Tracy Hutchinson
Department Director Signature

4/17/24
Date

Funding: General Enterprise

3 Digit Fund Code 541 - Sanitation Operating

CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Purchasing and Contracting Signature

Date