



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department
Emergency Purchase	Title: Trucks to transport Election Equipment & Materials
Effective Date: January 18, 2024	Expiration Date: February 14, 2025
Contract APPROVED Amount: \$130,000.00	Number of Change Orders to Date: 1

Contractor(s)	Contract No.	Agrees to Extend
Ryder Transportation Services, Inc	1361554	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: _____
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code 100 SPLOST Category _____
CIP Line Item No. (if applicable): _____

Justification:

Requesting approval for extending the terms of the current contract with Ryder Transportation for the 2025 election cycle. Efficiency, productivity, and security are prioritized in DeKalb elections. As such, during the election cycles each year and for each election VRE works to ensure adequate resources are allocated to logistical planning and implementation for preparing DeKalb's 160+ polling locations. This includes the rental of 26-foot lift gate and other trucks provided by Ryder Transportation to supplement delivery and pick up activities which will allow us to maintain continuity in our elections logistics, avoiding disruptions and ensuring that we can efficiently meet the demands of the 2025 election cycle.

The cost of the change order is in line with our current budget and is necessary to support the logistics for the anticipated elections.

Keisha L. Smith

Department Director Sign ature

12/9/2024

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature

Date