

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Fleet

From: Tammy Shew-Senior Procurement Agent

CPA No.: 2000183

Title:
CA#121522 Purchase of Gasoline &
☐ Diesel Fuel (CO No. 1)

Effective Date: January 28, 2025

Expiration Date: January 31, 2026

Contract APPROVED Amount: \$7,300,000.00

Contractor	Contract No.	Amount Spent
Mansfield Oil	2000183	\$5,444,808.51

User Department Recommendation:

Renew X Bid _____

Funding Amount: \$7,500,000.00

Funding: General ☒ Enterprise ☐ 3 Digit Fund Code 611

CIP Line Item No. (if applicable): _____

Justification:

Requesting annual renewal of current gasoline and diesel contract (Sourcewell Cooperative Agreement). This contract is to purchase unleaded and diesel fuel for the operation of all County vehicles and pieces of equipment.

Robert Gordon

Department Director Signature

10-22-2025

Date

For Use by Purchasing and Contracting:

Approve ☒

Deny ☐

Additional Comments:

Jovan
Hooper

Digitally signed
by Jovan Hooper
Date: 2025.11.14
09:05:52 -05'00'

Purchasing and Contracting Signature

Date

10/22/2025