



**DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form**

<b>User Department: Fire Rescue Services</b>	<b>From: Purchasing &amp; Contracting</b>
<b>RFP No.: 20-101261</b>	<b>Title: Emergency Medical Supplies</b>
<b>Effective Date: December 15, 2020</b>	<b>Expiration Date: June 30, 2026</b>
<b>Contract APPROVED Amount: \$1,556,556.34</b>	<b>Number of Change Orders to Date: 3</b>

<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
Bound Tree Medical LLC	1246736	Yes

**User Department Recommendation:** Renew  Bid  Increase  Decrease

Funding for Renewal Term: \$225,000  
(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 270 SPLOST  Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

To extend contract for 3 months to allow time for completion of new ITB# 2025-127.

Fund 100 - \$125,000  
Fund 270 - \$100,000

*Melvin K. Carter*  
Melvin K. Carter (Jun 3, 2026 13:01:11 EDT)

Jun 3, 2026

**Department Director Signature**

**Date**

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**

Djuana Herron  
Digitally signed by Djuana Herron  
Date: 2026.06.08 17:57:23 -0400

**Purchasing and Contracting Signature**

**Date**