



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department
Contract Purchase Agreement: 1361554	Title: Commercial Trucks to Transport Election Equipment & Materials
Effective Date: January 18, 2024	Expiration Date: March 31, 2026
Contract APPROVED Amount: \$130,000.00	Number of Change Orders to Date: 2

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

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$45,000.00
 (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:

This extension will ensure continuity of resource allocation for logistical planning and implementation associated with preparing DeKalb County’s early voting and Election Day polling locations for the 2026 election cycle. Services include the rental of 26-foot lift-gate trucks and other vehicles provided by Ryder to support the delivery, setup, and retrieval of election equipment. These resources are essential to maintaining uninterrupted elections operations, mitigating logistical risk, and ensuring timely and secure deployment of voting equipment countywide. The requested increase reflects forward planning based on comparable election years and anticipated market rate fluctuations. While the contract was originally planned to support six elections, only four elections were conducted during the prior term, resulting in lower-than-projected utilization and spend. The proposed adjustment accounts for anticipated election activity in 2026 while remaining fiscally conservative and aligned with historical usage patterns. The cost of this extension is consistent with the current budget and is necessary to ensure operational readiness and continuity for the upcoming election cycle. Extend through December 31, 2026

Keisha L. Smith

Department Director Signature

1/22/2026

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Djuana Herron Digitally signed by Djuana Herron
Date: 2026.01.30 12:13:59 -05'00'

Purchasing and Contracting Signature

01/30/2026

Date