DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Finance	**From: Purchasing & Contracting**
RFP No.: 18-500489	**Title: Inventory of Capital Assets**
Effective Date: January 25, 2019	**Expiration Date: December 31, 2021**
Contract APPROVED Amount: $639,100.00	**Number of Renewals to Date:** 0

Contractor(s)	Contract No.	Agrees to Extend
HCA Asset Management	1136419	Yes

User Department Recommendation: Renew ☒ Bid ☐

Funding for Renewal Term: 02120.521201.100
(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 _____ SPLOST ☐ Category _____
CIP Line Item No. (if applicable): _____

Justification:

To conduct the second inventory of DeKalb County's capital assets as part of the original contract. This subsequent inventory will capture 2019 and newer additions to the County's assets and aid in the reconciliation process of past and current data.

Moreover, the second inventory had to be extended due to the external auditors' need for an external review.

An extension for one (1) year will afford the time necessary for the execution of the capital asset inventory.

Dianne McNabb Digitally signed by Dianne McNabb Date: 2021.11.10 14:08:52 -05'00'

Department Director Signature **Date**

For Use by Purchasing and Contracting: Approve ☒ Deny ☐

Additional Comments:

Delois Robinson Digitally signed by Delois Robinson Date: 2021.11.16 12:57:48 -05'00'

November 16, 2021

Purchasing and Contracting Signature **Date**