

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department: Recreation, Parks and Cultural Affairs (RPCA)</b>		<b>From: Purchasing &amp; Contracting</b>	
<b>ITB No. 22-101521</b>		<b>Title: On-Call Roof Maintenance &amp; Repair Services</b>	
<b>Effective Date: October 25, 2022</b>		<b>Expiration Date: October 31, 2025</b>	
<b>Contract APPROVED Amount: \$10,971,642.65</b>		<b>Number of Change Orders to Date: 1</b>	

  

Contractor(s)	Contract No.	Agrees to Extend
Hawk Construction Company, LLC	1309686	Yes
National Building Contractors, Inc.	1309666	Yes

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

Funding for Renewal Term: \$50,000/\$25,000 Hawk/\$25,000 NBC  
(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 3B  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**  
RPCA recommends to increase and extend contracts 1309686 and 1309666 till December 31st, 2026.  
RPCA also is requesting for ALL SPLOST funds to be released from contracts 1309686 and 1309666 in the amount of \$650,000 (\$325,000 from 1309686 and \$325,000 from 1309666) agenda item 2024-1185 in order to re-use these funds for other projects in category 3B.

  
  
  

SPLOST Program Management Coordinator: *Ernest Daughton*

SPLOST Approved Funding Amount: \$ No Additional Funding

SPLOST Category / Description: \$ 3B - Agenda item 2024-1185

  

<u><i>Chuck O. Ellis</i></u> Department Director Signature	<u>9/5/2025</u> Date
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<b>For Use by Purchasing and Contracting:</b>	Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/>
<b>Additional Comments:</b>	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 40%;"> <p>Willie Moon</p> <p><small>Digitally signed by Willie Moon Date: 2025.09.12 12:36:51 -04'00'</small></p> </div> <div style="width: 40%; text-align: center;"> <p>9/12/25</p> </div> <div style="width: 20%; text-align: right;"> <p>_____</p> <p>Date</p> </div> </div>	
<div style="display: flex; justify-content: space-between;"> <span>Purchasing and Contracting Signature</span> <span>Date</span> </div>	



DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department: Facilities Management</b>	<b>From: Purchasing &amp; Contracting</b>
<b>ITB No. 22-101521</b>	<b>Title: On-Call Roof Maintenance &amp; Repair Services</b>
<b>Effective Date: October 25, 2022</b>	<b>Expiration Date: October 31, 2025</b>
<b>Contract APPROVED Amount: \$10,971,642.65</b>	<b>Number of Change Orders to Date: 1</b>

Contractor(s)	Contract No.	Agrees to Extend
Hawk Construction Company, LLC	1309686	Yes
National Building Contractors, Inc.	1309666	Yes

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

Funding for Renewal Term: **\$2,477,085.00**

(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:**

Facilities Management is requesting Hawk Construction and National Building Contractors contracts be extended to October 31, 2026. Also requesting the following:

- \$1,727,085 be added to National Building Contractors for SPLOST project to replace roof sections at East DeKalb Police Precinct.
- \$600,000 be added to National Building Contractor for maintenance & repairs and emergencies - Fund 100 (Facilities)
- \$150,000 be added to Hawk Construction for maintenance & repairs - Fund 100 (Facilities)

SPLOST Program Management Coordinator: *Ernest Alangbete*

SPLOST Approved Funding Amount: \$ *1,727,085.00 - 106988-80662-541301-02.001-603074*

SPLOST Category / Description: \$ *A2 / Public Safety*

*Clyde A. Stovall*  
Department Director Signature

*9/10/2025*

Date

**For Use by Purchasing and Contracting:**

Approve ☒

Deny ☐

**Additional Comments:**

**Willie Moon**

Digitally signed by Willie Moon  
Date: 2025.09.11 16:49:54 -04'00'

*9/11/25*

Purchasing and Contracting Signature

Date



DeKalb County  
GEORGIA

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

User Department: Fire Rescue	From: Purchasing & Contracting
ITB No. 22-101521	Title: On-Call Roof Maintenance & Repair Services
Effective Date: October 25, 2022	Expiration Date: October 31, 2025
Contract APPROVED Amount: \$10,971,642.65	Number of Change Orders to Date: 1

Contractor(s)	Contract No.	Agrees to Extend
Hawk Construction Company, LLC	1309686	Yes
National Building Contractors, Inc.	1309666	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 270 SPLOST ☐ Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

We are requesting extension of contract 1309686 with Hawk Construction for the above mentioned contract. We have found in prior usage that this vendor provides the lowest quotes for work requests.

SPLOST Program Management Coordinator: \_\_\_\_\_

SPLOST Approved Funding Amount: \$ \_\_\_\_\_

SPLOST Category / Description: \$ \_\_\_\_\_

  
Department Director Signature

8-25-25  
Date

**For Use by Purchasing and Contracting:**

Approve ☒

Deny ☐

**Additional Comments:**

Willie Moon  
Digitally signed by Willie Moon  
Date: 2025.09.11 16:50:08 -04'00'

9/11/25

Purchasing and Contracting Signature

Date



DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

User Department: Department of Watershed Management (DWM)	From: Purchasing & Contracting
ITB No. 22-101521	Title: On-Call Roof Maintenance & Repair Services
Effective Date: October 25, 2022	Expiration Date: October 31, 2025
Contract APPROVED Amount: \$10,971,642.65	Number of Change Orders to Date: 1

Contractor(s)	Contract No.	Agrees to Extend
Hawk Construction Company, LLC	1309686	Yes
National Building Contractors, Inc.	1309666	Yes

User Department Recommendation: Renew ☒ Bid ☐ Increase ☐ Decrease ☐

Funding for Renewal Term: \$200,000.00

(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 511 SPLOST ☐ Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

This contract will be utilized by the Department of Watershed Management to provide the maintenance, repair and installation of various types of roofs at County-owned facilities.

Hawk \$100,000.00

National Builders \$100,000.00

SPLOST Program Management Coordinator: \_\_\_\_\_

SPLOST Approved Funding Amount: \$ \_\_\_\_\_

SPLOST Category / Description: \$ \_\_\_\_\_

Reginald Wells Digitally signed by Reginald Wells  
Date: 2025.08.22 13:27:02 -04'00'

8/22/2025

Department Director Signature

Date

**For Use by Purchasing and Contracting:**

Approve ☒

Deny ☐

**Additional Comments:**

Willie Moon Digitally signed by Willie Moon  
Date: 2025.09.11  
16:50:22 -04'00'

9/11/25

Purchasing and Contracting Signature

Date