

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

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|---|---|
| User Department: Watershed Management | From: Purchasing and Contracting |
| ITB/RFP No.: ITB 19-101169 | Title: Hauling Services (Annual Contract with 2 Options to Renew) |
| Effective Date: 10/13/2020 | Expiration Date: 10/31/2024 |
| Contract APPROVED Amount: \$1,430,000.00 | Number of Change Orders to Date: 1 |

| Contractor(s) | Contract No(s). | Amount Spent |
|---|------------------------|---------------------|
| Brown Management Services Enterprises, Inc. | 1264488 | \$1,317,962.00 |

For Use by User Department:

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

The contract will allow the Department of Watershed Management (DWM) to haul various items throughout the County on an as needed basis. DWM would like to increase funding and extend the contract through April 30, 2026.

If an increase to funding is required, provide the following:

Total Amount of Increase: \$ \$300,000.00


Funding Source: General Enterprise 3 Digit Fund Code: 511

SPLOST Category (if applicable): _____

CIP Line-Item No. (if applicable): _____

Other: _____


Department Director Signature & Date David Hayes

 Digitally signed by David Hayes
Date: 2024.07.10 16:13:46 -04'00'

For Use by Purchasing and Contracting: Approved: Yes No

Additional Comments (if applicable):

Purchasing and Contracting Signature & Date Crystal Creekmore

 Digitally signed by Crystal Creekmore
Date: 2024.07.10 18:13:52 -04'00'



**DeKalb County
Roads and Drainage Division
Public Works Department
Peggy V. Allen, Deputy Director, PW**

Chief Executive Officer
Michael Thurmond
Board of Commissioners

District 1
Robert Patrick

District 2
Michelle Long Spears

District 3

District 4
Steve Bradshaw

District 5
Merceda Davis Johnson

District 6
Edward "Ted" Terry

District 7

MEMORANDUM

June 12, 2024

TO: Michelle Butler, Chief Procurement Officer | Purchasing & Contracting

THROUGH: Zachary L. Williams, COO

Richard W.
Rick Lemke, Public Works Director Lemke

Digitally signed by
Richard W. Lemke
Date: 2024.06.13
11:44:13 -04'00'

FROM: ✓ Peggy V. Allen, DDPW, Roads and Drainage

SUBJECT: Proposed Change Order No. 2 to DeKalb CPA 1264488-Brown Management Services Enterprises, Inc. (ITB No. 19-101169, Hauling Services (Annual Contract With 2 Renewal Options)) – (DWM – Lead UD)

Original Contract Term and Dollar Amount: October 13, 2020 through October 31, 2021 and \$759,250.00

Previous Changes to the Dollar Amount: 1st Renewal for \$180,000.00; 2nd -Renewal for \$630,000.00; and Change Order No. 1 Amount Not To Exceed \$650,000.00

Previous Changes to the Term: 1st Renewal through October 31, 2022; 2nd Renewal through October 31, 2023; and Change Order Extension through October 31, 2024

Current Cumulative Contract Term and Dollar Amount: Expires October 31, 2024 and cumulative total \$1,430,000.00

Proposed Contract Term and Dollar Amount: Extend Contract Term for 18 months to March 30, 2026 without additional funding (per R&D only).

Detailed Description of Requested Changes:

PW-R&D requests Change Order No. 2 Extension for 18 months through April 30, 2026 with no additional funding for R&D's \$150,000.00 portion of cap for CPA 1264488- Brown Management Services Enterprises, Inc. (ITB 19-101169, Hauling Services) - (DWM -Lead UD).

The Change Order request will allow the contractor to continue services required for preparation for any emergency response requests that require hauling services as needed due to severe storms, etc.

cc: Crystal Creekmore
David E. Hayes
Desmore Joseph
Michele Smith