


**DeKalb County**  
**Department of Purchasing and Contracting**  
**Contract Renewal Request Form**

<b>User Department: Sanitation</b>		<b>From: Tracy A. Hutchinson</b>	
<b>ITB No.: 23-101564</b>		<b>Title: Modular Office Trailers</b>	
<b>Effective Date: 2/27/24</b>		<b>Expiration Date: 2/28/25</b>	
<b>Contract APPROVED Amount: \$1,872,579.68</b>		<b>Number of Renewals to Date: 0</b>	
<b>\$1,600,000.00 lc</b>			
<b>Contractor(s)</b>		<b>Contract No.</b>	<b>Agrees to Extend</b>
<b>Modular Solutions</b>		<b>1367233</b>	<b>Yes</b>

<b><u>User Department Recommendation:</u></b>		<b>Renew X</b>	<b>Bid <input type="checkbox"/></b>
<b>Funding for Renewal Term: \$1,041,253.00 _____</b> (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)			
<b>Funding: General <input type="checkbox"/> Enterprise <input type="checkbox"/> 3 Digit Fund Code _____</b> <b>CIP Line Item No. (if applicable): 542 – Capital Fund _____</b>			
<b>Award Amount (s)</b>			
<b>Vendor 1: Mobile Solutions/\$1,041,253.00 _____</b> <b>Name/Amount</b>		<b>Vendor 2: _____</b> <b>Name/Amount</b>	
<b>Vendor 3: _____</b> <b>Name/Amount</b>			
<b><u>Justification:</u></b>			
<b>PW-Sanitation would like to extend the contract with Modular Solutions for an additional term until, February 28, 2026. This contract will provide modular trailers office for the Environmental Operations, Commercial Service Admin. and Tractor Trailer Operations. Please see below for cost breakdown.</b>			
 <b>Department Director Signature</b>		<u>1/2/25</u> <b>Date</b>	

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**For Use by Purchasing and Contracting:**

Approve ☒

Deny ☐

**Additional Comments:**

Triple Trailer @ Environmental Operations .....	\$301,421.00
Triple Trailer @ Tractor Trailer Operations .....	\$301,421.00
Double Trailer @ Commercial Service Operations .....	\$288,411.00
Contingent Fund .....	\$150,000.00
<b>Total .....</b>	<b>\$1,041,253.00</b>

\_\_\_\_\_  
**Purchasing and Contracting Signature**

\_\_\_\_\_  
**Date**