



DeKalb County Government

Manuel J. Maloof Center
1300 Commerce Drive
Decatur, Georgia 30030

Agenda Item

File ID: 2026-0457

Substitute

6/9/2026

Purchasing Type: Change Order (CO)

Public Hearing: YES ☐ NO ☒

Department: Purchasing & Contracting

AGENDA ITEM:

Commission District(s): All

CO - Change Order No. 5 to Contract No. 1226949 Meal Services for Seniors. For use by the Department of Human Services (HS) to obtain Congregate & Shelf-Stable Meals for Senior Centers (Annual Contract with 2 Options to Renew). Seeking a contractor term increase through October 31, 2026 and ratification of a previously provided contract term increase. Awarded to Meals On Wheels Atlanta, Inc. CONTRACT TERM INCREASE ONLY.

Information Contact: Michelle Butler, Chief Procurement Officer

Phone Number: (404) 687-3581

PURPOSE:

Awarded by the BOC on September 22, 2020, for an amount not to exceed \$436,883.00. On June 8, 2021, the BOC approved Change Order No. 1 for an amount not to exceed \$14,000.00 to change the price of congregate meals for Year 1; the cost proposal pricing for the subsequent renewal options; and the meal type from warm to frozen. On September 14, 2021, the BOC approved Change Order No. 2 to temporarily increase the scope of work to include delivery of meals to seniors' homes until the senior centers reopened. On May 10, 2022, the BOC approved the 1st renewal for an amount not to exceed \$470,836.92. On May 23, 2023, the BOC approved the 2nd renewal option through April 30, 2024, for an amount not to exceed \$773,768.72 to include the addition of another senior center. On April 23, 2024, the BOC approved Change Order No. 3 to increase the contract term through April 30, 2026, using remaining available funds. On August 26, 2025, the BOC approved Change Order No. 4 to increase contract funds and ratify Purchase Order No. 5039593 in the amount of \$200,000.00. This contract consists of the provision of congregate and shelf-stable meals for seniors. This request seeks a contractor term increase through October 31, 2026 and ratification of a previously provided contract term increase. to ratify a previously provided contract term increase.

This substitute is submitted to revise various entries and supporting documentation.

RECOMMENDATION:

Recommend approval of Change Order No. 5 with:

Meals On Wheels Atlanta, Inc., 1705 Commerce Drive, NW, Atlanta, GA 30318

ADDITIONAL INFORMATION:

1. LSBE Participation: 10%



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2. Contract Effective Date:	April 12, 2021
3. Contract Expiration Date:	June 30, 2026
4. Amount Spent to Date:	\$1,538,949.09 - Total
	\$32,505.00 - Initial Term
	\$446,242.65 - 1st Renewal
	\$214,070.10 - 2nd Renewal
	\$525,220.08 - Change Order No. 3
	\$262,875.96 - Change Order No. 4
5. Funding:	250 ARC Grant (HS)



DeKalb County
GEORGIA

Department of Purchasing and Contracting
Change Order Request Form

User Department:

From:

CPA No.:

Title:

Effective Date:

Expiration Date:

Contract APPROVED Amount:

Contractor(s)	Contract No.	Amount Spent	
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Total Amount Spent to Date:

User Department Recommendation:

Renew ☐

Bid ☐

Justification:

Department Director Signature

Date

Funding: General ☐ Enterprise ☐ 3 Digit Fund Code _____

CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting:

Approve ☐

Deny ☐

Additional Comments:

Purchasing and Contracting Signature

Date