

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

| | |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------|
| User Department: Facilities Management | From: Michele L. Smith, Procurement Agent Purchasing and Contracting |
| ITB No.: ITB 16-100714 | Title: County Wide Commercial Janitorial Services |
| Effective Date: AFS: Nov. 17, 2017 BMS: Feb. 28, 2017 | Expiration Date: Nov. 30, 2019 |
| Contract APPROVED Amount: \$5,589,334.13 | Number of Renewals to Date: 2 |
| Spent to Date: AFS: \$ 2,471,298.00 BMS: \$ 2,089,681.17 | |

| Contractor(s) | Contract No. | Agrees to Extend |
|-------------------------------------|--------------|------------------|
| American Facilities Services (AFS) | 1037689 | |
| Building Maintenance Services (BMS) | 1055558 | |

User Department Recommendation: Increase Decrease Bid

Funding for Change Order: \$ 186,031.86
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise SPLOST 3 Digit Fund Code 100
CIP Line Item No. (if applicable): _____

Justification:
Facilities Management is requesting current contract be extended for 120 additional days until new contract is in place. Building Maintenance Services, Inc.(BMS) currently has funding available for \$458,110.96 and American Facility Services (AFS) has funds available as \$570,244.00. Ten (10) facilities will be transferred to BMS and the same will be removed from AFS due to unacceptable cleaning service. Additional costs due to required staff as Day Porters and Night Crews, cleaning equipment and supplies to rectify disservice by AFS and Square Footage increase to reflect the official DeKalb County Government Building Inventory List instead of incorrect S.F. in the contract. Within the objective to provide quality cleaning service for the underserved County facility customers and as implored by the BOC.

Clyde J. Small Oct 23, 2019
Department Director Signature Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:
Deloid Robinson October 23, 2019
Purchasing and Contracting Signature Date