



DeKalb County

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

User Department: <u>Police Services</u>	From: Purchasing and Contracting
ITB No.: <u>21-101439</u>	Title: <u>Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew)</u>
Effective Date: <u>January 1, 2022</u>	Expiration Date: <u>December 31, 2024</u>
Contract APPROVED Amount: <u>\$2,284,000.00</u>	Number of Renewals to Date: <u>2</u>

Contractor(s)	Contract No.	Agrees to Extend
<u>Southeastern Security Professionals LLC</u>	<u>1274588</u>	<u>Yes</u>

User Department Recommendation: Renew  Bid  Increase  Decrease

Funding for Renewal Term: \$52,000.00  
(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 Police - 274 SPLOST  Category \_\_\_\_\_  
CIP Line-Item No. (if applicable): \_\_\_\_\_

**Justification:**  
SSP services is used to complete repair or modifications to the door access hardware in police buildings. The door access hardware in these buildings is serviced by SSP, LLC.

Vendor 1: \_\_\_\_\_ \$ \_\_\_\_\_

Vendor 2: \_\_\_\_\_ \$ \_\_\_\_\_

Department Director Signature

10/24/2024

Date

For Use by Purchasing and Contracting: Approve  Deny

Additional Comments:

Purchasing and Contracting Signature

Date



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

<b>User Department:</b> Department of Watershed Management	<b>From: Purchasing and Contracting</b>
<b>ITB No.: 21 - 101439</b>	<b>Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew)</b>
<b>Effective Date: January 1, 2022</b>	<b>Expiration Date: December 31, 2024</b>
<b>Contract APPROVED Amount: \$2,284,000.00</b>	<b>Number of Renewals to Date: 2</b>

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals LLC	1274588	Yes

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

Funding for Renewal Term: \$100,000.00  
(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 for repairs and upgrade of key card access system at all DWM Facilities. DWM is working with P & C to rebid this service. DWM would like to increase funding and extend the contract through 06/30/2025.

**Vendor 1:** Southeastern Security Professionals LLC \$ \$100,000.00

**Vendor 2:** \_\_\_\_\_ \$ \_\_\_\_\_

**David Hayes** Digitally signed by David Hayes  
Date: 2024.10.02 16:45:50 -04'00'

\_\_\_\_\_  
**Department Director Signature**

10.02.2024  
**Date**

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**

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

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



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

<b>User Department:</b> Facilities Management	<b>From:</b> Purchasing and Contracting
<b>ITB No.:</b> 21 - 101439	<b>Title:</b> Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew)
<b>Effective Date:</b> January 1, 2022	<b>Expiration Date:</b> December 31, 2024
<b>Contract APPROVED Amount:</b> \$2,284,000.00	<b>Number of Renewals to Date:</b> 2

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals LLC	1274588	Yes

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

Funding for Renewal Term: \$150,000.00  
(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 100 SPLOST  Category \_\_\_\_\_  
CIP Line-Item No. (if applicable): \_\_\_\_\_

**Justification:**

Facilities Management is requesting above contract be extended for an additional six months. Also requesting an additional \$150,000.00 be added to the contract.

**Vendor 1:** Southeastern Security Professionals \$ \$150,000.00  
**Vendor 2:** \_\_\_\_\_ \$ \_\_\_\_\_

  
\_\_\_\_\_  
**Department Director Signature**

10/14/2025  
\_\_\_\_\_  
**Date**

<b>For Use by Purchasing and Contracting:</b>	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
<b><u>Additional Comments:</u></b>		
_____	_____	_____
<b>Purchasing and Contracting Signature</b>		<b>Date</b>