

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

User Department: Fleet	From: Tammy Shew-Procurement Agent
CPA No.: 1021418	Title: Alternative Fuel Vehicles (Sole Source)
Effective Date: July 11, 2016	Expiration Date: July 31, 2019
Contract APPROVED Amount: 1,400,000.00	

Contractor(s)	Contract No.	Amount Spent	
Allan Vigil Ford	1021418	\$1,397,493.00	

Total Amount Spent to Date: \$1,397,493.00 as of March 25, 2019

User Department Recommendation:
 Fleet is requesting an additional \$225,000 for the purchase of up to five (5) vehicles for Sanitation to fulfill required 2019 replacement needs and potential early replacements that may be needed prior to contract expiration. The contract dollars that were requested and approved prior to the budget submission last year would have been sufficient for the alternative fuel vehicles Fleet determined would be replaced in 2019, but we will now need more money because of an approved budget request by Sanitation for additions to the fleet. At budget time, Sanitation submitted a request for 7 additional alternative fuel vehicles that were not calculated into our contract request amount that had been approved prior to that time. Sanitation's request for 7 additional vehicles was approved as a part of the 2019 Budget. It is the submission of an order to fulfill the requirement for 7 additional vehicles that has caused the contract money to expire early. We still have to replace 3 more vehicles that were forecasted at the time we renewed the contract, and have additional funds in case we have to replace a unit early (prior to contract expiration).

Robert Gosh _____ 3/27/2019 _____
 Department Director Signature Date

Funding: General Enterprise 3 Digit Fund Code 621 _____
 CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:
Charles A. Head _____ 3/29/19 _____
 Purchasing and Contracting Signature Date

3/27/2019