

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

<b>User Department:</b> Fleet	<b>From:</b> Tammy Shew-Procurement Agent
<b>CPA No.:</b> 2000029,2000028 & 2000024	<b>Title:</b> Anti-freeze (ITB#24-101667) (1 <sup>st</sup> of 2 Options to Renew)
<b>Effective Date:</b> 9/1/24	<b>Expiration Date:</b> 9/30/25
<b>Contract APPROVED Amount:</b> \$70,000.00	<b>Number of Renewals to Date:</b> 0

Contractor(s)	Contract No.	Agrees to Extend
Napa Auto Parts -CPA #2000028	\$30,000	Yes
The McPherson Co.-CPA#2000024 \$30,000		Yes
Taylor Ent. Inc.-CPA#2000029 \$10,000		Yes

<b><u>User Department Recommendation:</u></b>	Renew <input checked="" type="checkbox"/>	Bid <input type="checkbox"/>
Funding for Renewal Term: \$ <u>70,000</u> (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)		
Funding: General <input checked="" type="checkbox"/> Enterprise <input type="checkbox"/> 3 Digit Fund Code <u>611</u> CIP Line Item No. (if applicable): _____		
<b><u>Justification:</u></b> Requesting contract renewal to provide anti-freeze for County vehicles and equipment.		
<b>Robert Gordon</b>	Digitally signed by Robert Gordon Date: 2025.09.19 12:56:55 -04'00'	
<b>Department Director Signature</b>	<b>Date</b>	

<b><u>For Use by Purchasing and Contracting:</u></b>	Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
<b><u>Additional Comments:</u></b>		
<b>Jovan Hooper</b>	Digitally signed by Jovan Hooper Date: 2025.10.17 11:21:47 -04'00'	
<b>Purchasing and Contracting Signature</b>	<b>Date</b>	