



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

User Department: Facilities Management	From: Purchasing & Contracting
ITB No.: 21-101439	Title: Card Access (Key Scan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew)
Effective Date: January 1, 2022	Expiration Date: December 31, 2022
Contract APPROVED Amount: \$215,000.00	Number of Renewals to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals	1274588	N/A

User Department Recommendation: Renew Bid Increase Decrease

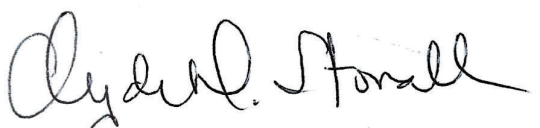
Funding for Renewal Term: **\$300,000.00**

(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 the following sites be added to the above contract:
178 Sams Street, Tobie Grant Recreation Center, East DeKalb Community & Senior Center, District 4 & 7 Community & Senior Center, Police Academy Test Facility, DoIT, Maloof Annex. Also requesting the contract cap be increased to \$300,000.



Department Director Signature

3/29/22

Date

For Use by Purchasing and Contracting:	Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
Additional Comments:		
Delois Robinson <small>Digitally signed by Delois Robinson Date: 2022.03.29 11:53:54 -04'00'</small>	March 29, 2022	_____
Purchasing and Contracting Signature	Date	



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

User Department: Department of Watershed Management (DWM)	From: Purchasing & Contracting
ITB No.: 21-101439	Title: Card Access (Key Scan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew)
Effective Date: January 1, 2022	Expiration Date: December 31, 2022
Contract APPROVED Amount: \$215,000.00	Number of Renewals to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals	1274588	N/A

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: **\$285,000.00**
(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:

The Department of Watershed Management (DWM) is requesting increase in funding and addition to Contract # 1274588 for repairs and upgrade of our facilities key card access system.

DWM is requesting the amount of \$285,000.00 (\$145,854.85 return to Facilities Management for funds used by DWM on this contract . \$139,145.15 will be encumbered by DWM for future services and use of this contract.)

David Hayes Digitally signed by David Hayes
Date: 2022.03.28 14:04:22 -04'00'

Department Director Signature

3.27.2022

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Delois Robinson Digitally signed by Delois Robinson
Date: 2022.03.29 11:54:10 -04'00'

Purchasing and Contracting Signature

March 29, 2022

Date