



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

<b>User Department:</b> Human Services	<b>From:</b> Purchasing & Contracting
<b>ITB No.</b> 24-101656	<b>Title:</b> On Call HVAC Services (Annual Contract w/ 2 Options to Renew)
<b>Effective Date:</b> June 23, 2026	<b>Expiration Date:</b> July 31, 2027
<b>Contract APPROVED Amount:</b> \$1,175,000.00	<b>Number of Change Orders to Date:</b> 0

Contractor(s)	Contract No.	Agrees to Extend
Maxair Mechanical, LLC.	2000789	N/A

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

Funding for Renewal Term: \$70,000  
 (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 \_\_\_\_\_ SPLOST  Category \_\_\_\_\_  
 CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

Human Services would like to be included on the contract for repair of the condenser and/or evaporating unit for the kitchen walk-in refrigeration and freezer units.

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

6/16/26  
 \_\_\_\_\_  
**Date**

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

**Additional Comments:**

Djuana Herron  
 \_\_\_\_\_  
**Purchasing and Contracting Signature**

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