


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

<b>User Department:</b> Watershed Management	<b>From:</b> Tammy Shew-Procurement Agent
<b>CPA No.:</b> 1284156	<b>Title:</b> Lubricants (ITB#21-101442) <b>(2nd of 2 Options to Renew)</b>
<b>Effective Date:</b> 3/8/22	<b>Expiration Date:</b> 3/31/23
<b>Contract APPROVED Amount:</b> \$650,000.00	<b>Number of Renewals to Date:</b> 1

Contractor(s)	Contract No.	Agrees to Extend
Lubrication Eng. Inc., CPA 1284156		Yes

<b><u>User Department Recommendation:</u></b>	Renew <input checked="" type="checkbox"/>	Bid <input type="checkbox"/>
Funding for Renewal Term: _____ \$ _____ (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)		
Funding: General <input type="checkbox"/> Enterprise <input type="checkbox"/> 3 Digit Fund Code _____ CIP Line Item No. (if applicable): _____		
<b><u>Justification:</u></b>		
 _____ Department Director Signature	_____ Date	

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

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