



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Facilities Management	From: Purchasing & Contracting
ITB No.: 23-101581	Title: Juvenile Justice Center Canopy Installation
Effective Date:	Expiration Date: May 31, 2025
Contract APPROVED Amount: \$443,831.19	Number of Change Orders to Date: 1

Contractor(s)	Contract No.	Agrees to Extend
Brad Construction Co II	1379287	Yes

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

Funding for Renewal Term: N/A
(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:

Facilities Management is requesting the above contract be extended for three (3) additional months to complete the project. No additional funds are needed at this time.

Cyrl H. Howell
Department Director Signature

4/14/2025
Date

For Use by Purchasing and Contracting: Approve ☐ Deny ☐

Additional Comments:

Purchasing and Contracting Signature

Date