

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

**User Department:** Fleet Management & Police      **From:** Vernetha Halls  
**ITB No.:** 15-100541 Parts for Vehicles & Off-road Equipment      **Title:** Administrative Support Manager  
**Effective Date:** 11/16/15      **Expiration Date:** 12/31/18  
**Contract APPROVED Amount:**

Contractor(s)	Contract No.	Amount Spent
	990970	
West Chatham Warning Devices		1,189,780.00
(70) Fleet Parts Vendor		3,339,072.00

**Total Amount Spent to Date:** \$ 4,518,852.00

**User Department Recommendation:**

To extend contracts for an additional 3 months to allow time for the bidding process, and add additional funds to include \$375,000 for SPLOST vehicles (West Chatham Warning Devices). \$ 200,000 for replacements = \$ 575,000.

Due to Change Order Request to extend contract, Fleet is requesting funds for an additional 3 months for operational needs to allow for the bidding process. \$ 915,619.00

Robert Gordon  
Director's Signature

11-1-18  
Date

**Funding:** General  Enterprise       3 Digit Fund Code: 611

CIP Line Item No. (if applicable): \_\_\_\_\_

**For Use by Purchasing and Contracting:**

Approve       Deny

**Additional Comments:**

Cheryl A Head  
Purchasing and Contracting Signature

11/2/18  
Date