



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

<b>User Department:</b> DEPARTMENT OF FIRE RESCUE SERVICES	<b>From:</b> PURCHASING AND CONTRACTING DEPT.
ITB No. 24-101656	<b>Title:</b> On Call HVAC Services (Annual Contract w/ 2 Options to Renew)
<b>Effective Date:</b> July 23, 2025	<b>Expiration Date:</b> July 31, 2026
<b>Contract APPROVED Amount:</b> \$2,448,269	<b>Number of Change Orders to Date:</b> 0

Contractor(s)	Contract No.	Agrees to Extend
B & W Mechanical Contractors Inc.	1384581	N/A

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

Funding for Renewal Term: \$300,000  
(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 270 SPLOST  Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

To increase contract funds for HVAC service during current term to meet departmental needs.

*Melvin K. Carter*

Melvin K. Carter (Mar 13, 2026 16:03:21 EDT)

Department Director Signature

Date

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

**Additional Comments:**

Djuana Herron

Digitally signed by Djuana Herron  
Date: 2026.03.26 18:21:33 -0400'

Purchasing and Contracting Signature

Date