

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Public Works – Roads & Drainage ITB No.: 18-100952	From: Purchasing & Contracting
Effective Date: July 10, 2018	Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual with 2 Options)
Contract APPROVED Amount: \$686,527.36	Expiration Date: July 31, 2021
	Number of Renewals to Date: 2

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals LLC	1119074	Yes

User Department Recommendation: Increase | Decrease | Bid

Funding for Renewal Term: \$50,000.00

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise SPLOST 3 Digit Fund Code 271
CIP Line Item No. (if applicable): _____

Justification:

Peggy V. Allen 

Department Director Signature

Date 03/01/2021

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Delois
Robinson  Digitally signed by Delois Robinson
Date: 2021.03.01 16:47:22 -05'00'

3/1/21

Purchasing and Contracting Signature

Date

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

User Department: Watershed Management	From: Purchasing & Contracting
ITB No.: 18-100952	Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual with 2 Options)
Effective Date: July 10, 2018	Expiration Date: July 31, 2021
Contract APPROVED Amount: \$686,527.36	Number of Renewals to Date: 2

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals LLC	1119074	Yes

User Department Recommendation: Increase Decrease | Bid

Funding for Renewal Term: \$157,610.10

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise SPLOST 3 Digit Fund Code 511
 CIP Line Item No. (if applicable): _____

Justification:

The Department of Watershed Management (DWM) is requesting increase in funding to ITB No 18 - 100952 for repairs and upgrade of our facilities key card access system. Repairs and upgrade will include :
 Corrective Action from Inspection at the Memorial Drive & Roadhaven locations
 Symmetry Server Replacement at the Roadhaven location
 Access Control Repairs for Non Responsive Doors at Scott Candler Water Treatment Plant
 CEC, CLC, SI, SSA Upgrades at Scott Candler Water Treatment Plant

Reginald Wells Digitally signed by Reginald Wells
Date: 2021.03.09 09:27:05 -05'00'

3/9/21

Department Director Signature

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Delois Robinson

Mar 9, 2021

Purchasing and Contracting Signature

Date

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

User Department: Police Services	From: Purchasing & Contracting
ITB No.: 18-100952	Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual with 2 Options)
Effective Date: July 10, 2018	Expiration Date: July 31, 2021
Contract APPROVED Amount: \$686,527.36	Number of Renewals to Date: 2

Contractor(s) Southeastern Security Professionals LLC	Contract No. 1119074	Agrees to Extend Yes
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User Department Recommendation: Increase | Decrease | Bid

Funding for Renewal Term: \$30,000.00

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise SPLOST 3 Digit Fund Code 274 Police Services
CIP Line Item No. (if applicable): _____

Justification:

To extend contract to December 31, 2021, and add additional funding for usage by the Department.



Department Director Signature

3/3/2021

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Delois Robinson
Delois Robinson (Mar 8, 2021 08:45 EST)

Mar 8, 2021

Purchasing and Contracting Signature

Date

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

User Department: Human Resources	From: Purchasing & Contracting
ITB No.: 18-100952	Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual with 2 Options)
Effective Date: July 10, 2018	Expiration Date: July 31, 2021
Contract APPROVED Amount: \$686,527.36	Number of Renewals to Date: 2

Contractor(s)	Contract No.	Agrees to Extend
Southeastern Security Professionals LLC	1119074	Yes

User Department Recommendation: Increase | Decrease | Bid

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 Enterprise SPLOST ____ 3 Digit Fund Code 100
 CIP Line Item No. (if applicable): _____

Justification:

Human Resources Department (HR) is in the process of converting the auditorium at the Tax Commissioner's building (4380 Memorial Dr Ste 100, Decatur, GA 30032) to "DeKalb Learning Center". Southeastern Security Professionals, LLC is the selected vendor for this project to provide Card Access (Keyscan) Installation, Maintenance and Repair for single and double door entry for the space conversion.

To complete HR scope of work prior July 31, 2021, HR requests funds attached to Requisition 905303 in the amount of \$6,126.67 be added to SSP Contract 1119074.

BCRansom
BCRansom (Mar 4, 2021 09:29 EST)

04/03/2021

Department Director Signature

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Delois Robinson
Delois Robinson (Mar 8, 2021 08:44 EST)

Mar 8, 2021

Purchasing and Contracting Signature

Date

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Facilities Management	From: Purchasing & Contracting
ITB No.: 18-100952	Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual with 2 Options)
Effective Date: July 10, 2018	Expiration Date: July 31, 2021
Contract APPROVED Amount: \$686,527.36	Number of Renewals to Date: 2

Contractor(s) Southeastern Security Professionals LLC	Contract No. 1119074	Agrees to Extend Yes
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User Department Recommendation: Increase Decrease | Bid

Funding for Renewal Term: \$232,000.00

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise SPLOST 3 Digit Fund Code 100
CIP Line Item No. (if applicable): _____

Justification:

Facilities Management is requesting extension of contract to 12/31/2021. Also, a cap increase to cover parking gate/intercom projects at 178 Sams Street, maintenance & repairs and key scan emergencies at County facilities.

Clyde J. Howell

Department Director Signature

Feb 19, 2021

Date

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Delois Robinson

Delois Robinson (Mar 8, 2021 08:43 EST)

Purchasing and Contracting Signature

Mar 8, 2021

Date

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Fire Rescue Services

From: Purchasing & Contracting

ITB No.: 18-100952

Title: Card Access (Keyscan) Installation,
Maintenance and Repair (Annual with 2 Options)

Effective Date: July 10, 2018

Expiration Date: July 31, 2021

Contract APPROVED Amount: \$686,527.36

Number of Renewals to Date: 2

Contractor(s)

Southeastern Security Professionals LLC

Contract No.

1119074

Agrees to Extend

Yes

User Department Recommendation: Increase | Decrease | Bid

Funding for Renewal Term: \$ 20,000.00

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise SPLOST _____ 3 Digit Fund Code 270
CIP Line Item No. (if applicable): _____

Justification:

Fire Rescue controls the access for all Fire Rescue facilities and has additional needs for securing new facilities. Please add Fire Rescue as a using department to this contract for the requested funding amount.

Department Director Signature

03/09/2021

Date

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Delois Robinson

Mar 10, 2021

Purchasing and Contracting Signature

Date