



DeKalb County
GEORGIA


DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

| | | | |
|--|--|--|------------------|
| User Department: Facilities Management | | From: Purchasing and Contracting | |
| ITB No.: 21 - 101439 | | Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew) | |
| Effective Date: January 1, 2022 | | Expiration Date: December 31, 2025 | |
| Contract APPROVED Amount: \$2,971,000.00 | | Number of Change Orders to Date: 4 | |
| Contractor(s) | | Contract No. | Agrees to Extend |
| Southeastern Security Professionals LLC | | 1274588 | Yes |
| | | | |
| | | | |
| User Department Recommendation: Renew <input type="checkbox"/> Bid <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <input type="checkbox"/> | | | |
| Funding for Renewal Term: \$429,760.33 (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.) | | | |
| Funding: General <input checked="" type="checkbox"/> Enterprise <input type="checkbox"/> 3 Digit Fund Code 100 SPLOST <input checked="" type="checkbox"/> Category _____ CIP Line-Item No. (if applicable): _____ | | | |
| Justification: Facilities Management is requesting the above contract be extended to March 31, 2026. Requesting the following funds be added to the contract: - \$75,000.00 - Installations, maintenance & repairs - Facilities (funding source: 100) - \$354,760.33 - SPLOST Project - Install security cameras at Trinity Parking Deck | | | |
| SPLOST Program Management Coordinator: <u><i>Ernest Aloughton</i></u> | | | |
| SPLOST Approved Funding Amount: \$ <u>354,760.33</u> | | | |
| SPLOST Category / Description: \$ <u>3I - 104790-80653-541301-1.1.3-602007</u> | | | |
| * <u><i>Cheryl H. Starnall</i></u> Department Director Signature | | <u>11/19/2025</u> Date | |

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



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

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|--|--|---|------------------|
| User Department: Police Services | | From: Purchasing and Contracting | |
| ITB No.: 21 - 101439 | | Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew) | |
| Effective Date: January 1, 2022 | | Expiration Date: December 31, 2025 | |
| Contract APPROVED Amount: \$2,971,000.00 | | Number of Change Orders to Date: 4 | |
| | | | |
| Contractor(s) | | Contract No. | Agrees to Extend |
| Southeastern Security Professionals LLC | | 1274588 | Yes |
| | | | |
| | | | |
| User Department Recommendation: Renew <input type="checkbox"/> Bid <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease <input type="checkbox"/> | | | |
| 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 <input type="checkbox"/> Enterprise <input type="checkbox"/> 3 Digit Fund Code 274 SPLOST <input type="checkbox"/> Category _____ | | | |
| CIP Line-Item No. (if applicable): _____ | | | |
| Justification: | | | |
| Contract #1274588 Southeastern Security Professionals LLC: Police Services used the contract for annual services related to the door access hardware in the Police buildings. The funding is used for unexpected repairs, modifications, or additions to the door access hardware in various Police buildings. The prior annual usage is \$30,000. The fund code is 274. | | | |
|  Department Director Signature | | 11/19/25 Date | |

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

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

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|--|--|
| User Department: Department of Watershed Management | From: Purchasing and Contracting |
| ITB No.: 21 - 101439 | Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew) |
| Effective Date: January 1, 2022 | Expiration Date: December 31, 2025 |
| Contract APPROVED Amount: \$2,971,000.00 | Number of Change Orders to Date: 4 |

| Contractor(s) | Contract No. | Agrees to Extend |
|---|--------------|------------------|
| Southeastern Security Professionals LLC | 1274588 | Yes |
| | | |
| | | |

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

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 ☒ 3 Digit Fund Code 511 SPLOST ☐ Category _____
CIP Line-Item No. (if applicable): _____

Justification:

his contract will be utilized by the Department of Watershed Management for repairs and upgrade of key card access system at all DWM Facilities. DWM is working with P & C to rebid this service. DWM would like to increase funding and extend the contract through 03/31/2026.

Reginald Wells Digitally signed by Reginald Wells
Date: 2025.11.19 13:17:57 -05'00'

Department Director Signature

11/19/2025

Date

| | |
|---|--|
| For Use by Purchasing and Contracting: Additional Comments: Purchasing and Contracting Signature | Approve <input type="checkbox"/> Deny <input type="checkbox"/> _____ Date |
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DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

| | |
|--|---|
| User Department: Sanitation | From: Purchasing and Contracting |
| ITB No.: 21-101439 | Title: Card Access (Keyscan) Installation, Maintenance and Repair (Annual Contract with 2 Options to Renew) |
| Effective Date: January 1, 2022 | Expiration Date: December 31, 2025 |
| Contract APPROVED Amount: \$2,971,000.00 | Number of Change Orders to Date: 4 |

| Contractor(s) | Contract No. | Agrees to Extend |
|---|--------------|------------------|
| Southeastern Security Professionals LLC | 1274588 | Yes |
| | | |
| | | |

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

Funding for Renewal Term: **\$10,000**

(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 _____ SPLOST ☐ Category **541**
CIP Line-Item No. (if applicable): _____

Justification:

Sanitation requests a Change Order to increase the contract by \$10,000.00 and to extend the contract until March 31, 2026, while a new ITB is in progress. Consists of keyscan card access, installation, maintenance, and repair services for use by the Sanitation Division.


Department Director Signature

11-19-25
Date

For Use by Purchasing and Contracting:

Approve ☐

Deny ☐

Additional Comments:

Purchasing and Contracting Signature

Date