

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

User Department: Watershed Management	From: Purchasing and Contracting
ITB No.: 19-101192	Title: On-Call Heating Ventilation and Air Conditioning – HVAC (Annual Contract with 2 Options to Renew)
Effective Date: March 31, 2020	Expiration Date: March 31, 2023
Contract APPROVED Amount: \$6,700,000.00	Number of Renewals to Date: 2

Contractor(s)	Contract No.	Agrees to Extend
Galgon HVAC & Mechanical Service Inc.	1208000	N/A

User Department Recommendation:

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 _____
CIP Line Item No. (if applicable): _____

Justification:

Department Director Signature **Date**

For Use by Purchasing and Contracting:

Approve Deny

Additional Comments:

Purchasing and Contracting Signature **Date**