



DeKalb County

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

Table with 2 columns: User Department: PW-ROADS & DRAINAGE, From: Purchasing & Contracting; RFP No.: (COOP), Title: Cooperative Agreement for Safety Shoes; Effective Date: 03/26/2024, Expiration Date: 3/31/2027; Contract APPROVED Amount: \$1,300,639.75, Number of Change Orders to Date: 2

Table with 3 columns: Contractor(s), Contract No(s), Amount Spent; Row: SAF-GARD SAFETY SHOES CO., 1372099, \$79,273.67

For Use by User Department:
Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):
PW-R&D requests CO #3 for an additional \$30,000.00 Cap funding; with contract term to remain the same as 3/31/2027.
This will allow the vendor to continue providing safety footwear and support the annual Spring safety shoes refresh for the existing 400+ crew members and recent new hires. Safety shoes provide proper protection for crews while performing County job requirements and prevents safety risks from exposure to environmental elements and chemical and electrical factors.

If an increase to funding is required, provide the following:
Total Amount of Increase: \$ 30,000.00
Funding Source: General X Enterprise 3 Digit Fund Code: 581 - (Stormwater Enter.- Oper.) \$15k; and 271 - (Special Tax District-Oper.) \$15k.
SPLOST Category (if applicable): N/A
CIP Line-Item No. (if applicable): N/A
Other: N/A

Department Director Signature & Date (Peggy V. Allen, DDPW) 4-2-2026

For Use by Purchasing and Contracting: Approved: Yes [checked] No []

Additional Comments (if applicable):
Facilities Mgt. requested to be added to Coop, R&D requested additional funds. No unit price changes.

Greg Anderson Digitally signed by Greg Anderson Date: 2026.04.27 15:35:55 -04'00'

Purchasing and Contracting Signature & Date



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Facilities Management ITB/RFP	From: Purchasing and Contracting
No.: N/A	Title: Cooperative Agreement for Safety Shoes (Fairfax County, VA Contract No. 44000012004)
Effective Date: 03/26/2024	Expiration Date: 03/31/2027
Contract APPROVED Amount: \$1,300,639.75	Number of Change Orders to Date: 2

Contractor(s)	Contract No(s).	Amount Spent
Saf-Gard Safety Shoes Co.	1372099	N/A

For Use by User Department:

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

Facilities Management is requesting to be added to the above contract to purchase safety shoes for staff. Facilities Management staff comprise of trades in the areas of plumbing, carpentry, HVAC, electrical, fire maintenance, environmental services, project management and grounds maintenance. Safety boots for our staff is essential personal protective equipment that will protect workers from foot injuries, burns and electrical hazards. Safety boots/shoes are OSHA mandate in construction, manufacturing and logistics to ensure a safe, and compliant workplace. Also, requesting \$20,000.00 to be added to the contract cap.

If an increase to funding is required, provide the following:

Total Amount of Increase: \$ 20,000.00

Funding Source: General Enterprise 3 Digit Fund Code: 100

SPLOST Category (if applicable): _____

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

Other: _____

4/1/2026

Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes No

Additional Comments (if applicable):

Greg Anderson

Purchasing and Contracting Signature

Digitally signed by Greg Anderson
Date: 2026.04.27 15:39:48 -04'00'