

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

<b>User Department: Facilities Management ITB</b>	<b>From: Purchasing &amp; Contracting</b>
<b>No.: 19-500529</b>	<b>Title: Commercial Janitorial Services</b>
<b>Effective Date: May 26, 2020</b>	<b>Expiration Date: December 31, 2024</b>
<b>Contract APPROVED Amount: \$10,062,231.11</b>	<b>Number of Renewals to Date: 0</b>

Contractor(s)	Contract No.	Agrees to Extend
A-Action Janitorial Services	1213635	N/A
Building Maintenance Services, Inc.	1213631	N/A
Cleanstar National, Inc.	1213634	N/A

**User Department Recommendation:**

Funding for Renewal Term: \$4,784,369.29    A-Action/\$963,251.44    Building Maintenance Services/\$1,863,220.53  
 Cleanstar National/\$1,957,897.32

(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 an additional \$353,765.05 to cover 2022 janitorial contractual services . This is due to additional day porter services for 4380 Memorial Drive Complex, New Animal Shelter, Wesley Chapel Library and Harriston Crossing Library. Also for new facilities such as 178 Sams Street and East DeKalb Senior Center. In addition, \$4,430,604.24 is needed to cover 2023 janitorial contractual services. (See Attached Breakdown of Costs)

  
 Department Director Signature

July 12, 2022  
 Date

**For Use by Purchasing and Contracting:**

Approve                       Deny

**Additional Comments:**

\_\_\_\_\_  
 Purchasing and Contracting Signature

\_\_\_\_\_  
 Date