

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Watershed Management	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 21-101477	Title: Valve Boxes and Risers (Three (3) Year Multiyear Contract)
Effective Date: 07/28/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$1,059,000.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No(s).	Amount Spent
F.M Shelton Inc.	1299238	\$107,601.62

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):

This contract will be utilized by the Department of Watershed Management (DWM) to furnish the supply of Valve Boxes and Risers. DWM is working with P & C to rebid this service. DWM would like to extend the time to match the term of the contract through 12/31/2026. No additional funds needed .

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

Total Amount of Increase: \$ 0

Funding Source: General ☐ Enterprise ☒ 3 Digit Fund Code: 511

SPLOST Category (if applicable): _____

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

Other: _____


Department Director Signature & Date Reginald Wells
Reginald Wells (Apr 25, 2025 10:40 EDT)

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson

 Digitally signed by Crystal Manson
Date: 2025.05.02 17:47:07 -04'00'

Purchasing and Contracting Signature

CO Request Form for CPA 1299238 Valve Boxes and Risers

Final Audit Report

2025-04-29

Created:	2025-04-28
By:	Le Titia Sloan (ljsloan@dekalbcountyga.gov)
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"CO Request Form for CPA 1299238 Valve Boxes and Risers" History

-  Document created by Le Titia Sloan (ljsloan@dekalbcountyga.gov)
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