

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department:</b> PW – Sanitation	<b>From:</b> Tracy A. Hutchinson
<b>ITB No.:</b> 15-100576	<b>Title:</b> Rental of Trailers
<b>Effective Date:</b> November 3, 2015	<b>Expiration Date:</b> October 31, 2018
<b>Contract APPROVED Amount:</b> \$352,622.79	


Contractor(s)	Contract No.	Amount Spent
Spectrum Building Systems	989165	\$333,558.79


**Total Amount Spent to Date:** \$333,558.79

**User Department Recommendation:**

Sanitation is requesting for BOC approval to purchase two used office trailers immediately upon expiration of the current lease contract with Spectrum, October 31, 2018. The trailers are located at the South Collection Lot. Sanitation needs these trailers to house the administration staff at the South Lot. It is a cost advantage to purchase the existing trailers versus buying two brand new trailers. Additionally, these trailers are already in place with plumbing, electrical, and IT connections.


Trailer #1 (FSSI 4394)	\$46,499.36
Trailer #2 (FSSI 4395)	\$46,499.36
<b>Total Purchase Amount</b>	<b>\$92,998.72</b>

  
 Department Director Signature

  
 Date

Funding: General  Enterprise  3 Digit Fund Code 541  
 CIP Line Item No. (if applicable): \_\_\_\_\_

DeKalb County  
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Change Order Request Form

<b>For Use by Purchasing and Contracting:</b>	Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
<b>Additional Comments:</b>		
 Purchasing and Contracting Signature	<u>9/4/18</u> Date	

8/29/2018

*Dekalb County Sanitation*

**Purchase:**

FSSI 4394 - Modular Building	\$ 46,499.36
FSSI 4395 – Modular Building	\$ 46,499.36
Total for Both buildings	\$ 92,998.72

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Prepared by: Coty Grimes  
Date: August 29, 2018

*\* All pricing is Valid for 30 Days &  
is subject to all applicable taxes \**



Confidential Proposal  
Prepared for:

**Dekalb County Ga**  
Sanitation

Prepared by:  
Coty Grimes

Date: August 29, 2018

1716 Candler Rd.  
Gainesville, Ga. 30607  
770-503-1011

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770.601.4691 cell  
[www.spectrummodular.com](http://www.spectrummodular.com)




DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

**For Use by Purchasing and Contracting:**

Approve

Deny

**Additional Comments:**



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



\_\_\_\_\_  
Date

8/31/2018



## Infrastructure Group

Watershed Management | Transportation | Roads and Drainage | Sanitation |  
Fleet Management | Recreation, Parks and Cultural Affairs | Libraries | Beautification |  
Cooperative Extension

Chief Executive Officer  
Michael L. Thummund

### Board of Commissioners

District 1  
Nancy Jester

District 2  
Jeff Rader

District 3  
Larry Johnson

District 4  
Steve Bradshaw

District 5  
Mernda Davis Johnson

District 6  
Kathie Gannon

District 7  
Gregory A. Adams

August 22, 2018

TO: Purchasing & Contracting

FROM: Ted Rhinehart, Deputy COO – Infrastructure

SUBJECT: Proposed Change Order to ITB 15-100576/Contract No. 989165  
Spectrum Building Systems

*MTR 8-22-18*

**Original Contract Term and Dollar Amount:** November 3, 2015 through October 31, 2016 with two options to renew. (Contract ends October 31, 2018). \$236,140 annually.

**Previous Extension of the Term:** None

**Previous Changes to the Dollar Amount:** None

**Proposed Cumulative Contract Term Dollar Amount:** \$266,080  
Original contract amount: \$236,140 + \$18,940 (monthly cost for five months)

**Detailed Description of Requested Changes:** Requesting a month-to-month extension on the contract for November, December 2018 and January, February and March 2019. Extending the contract for five months will allow the department the opportunity to request funding in the 2019 budget to purchase the trailers in which the Mowing & Herbicide and the Clean Community Crews currently have their office space.

**Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid:** The trailers are located at the Sanitation South Lot on Fairlake and house the Mowing & Herbicide and the Clean Community Crews office and assembly area. There are no other available spaces to house the team, hence the securing of the trailers for their use. As the trailers are in place with plumbing, electrical and IT connections, removing the trailers and disconnecting the utilities and IT connections will drive up the cost incurred by the County. If the existing contract can be extended for the requested five months, this will allow the department the opportunity to submit the funding request for purchase of the trailers in the 2019 Budget. (Note: if the funding request is not included in the recommended 2019 Budget, this information will be known by December 2018 at which time a request to re-bid the contract will be submitted to continue leasing the trailers).

