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

User Department: PW - Sanitation	From: Tra	From: Tracy A. Hutchinson					
ITB No.: 15-100576	Title: Rer	Title: Rental of Trailers					
Effective Date: November 3, 2015	Expiration	Expiration Date: October 31, 2018					
Contract APPROVED Amount: \$352,62	2.79						
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)       \$46,499.3         Trailer #2 (FSSI 4395)       \$46,499.3         Total Purchase Amount       \$92,998.7	<u>6</u>		:				
Oxay At Matchins	`On	8730/18	,				
Department Director Signature	V	Date					
Funding: General	3 Digit Fund Code	541					
CIP Line Item No. (if applicable):							

#### DeKalb County Department of Purchasing and Contracting

Change Order Request Form

For Use by Purchasing and Contracting:

Additional Comments:

Additional Comments:

9/4/18

8/29/2018



#### **Dekalb County Sanitation**

#### Purchase:

FSSI 4394 - Modular Building

FSSI 4395 – Modular Building \$ 46,499.36

\$46,499.36

Total for Both buildings \$92,998.72

Prepared by: Coty Grimes Date: August 29, 2018

<sup>\*</sup> 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

Coty@spectrummodular.com 770.601.4691 cell www.spectrummodular.com

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

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User Department: Beautification	F	From: Margaret Britton	
ITB No.: 15-100576	Title: Special Projects Manager		
Effective Date: November 3, 2015	E	Expiration Date: October 31, 2018	
Contract APPROVED Amount: \$236,140	352,62	12.79 82)	
Contractor(s)	Control		
Spectrum Building Systems, Inc.	Contract No 989165	333,558.19 333,558.19	
Total Amount Spent to Date: \$236,140			
include funding request for the purchase of three space for the Mowing & Herbicide and Clean C Camp Road prep for the soccer field project). To go through the budget cycle to request funding the budget process the trailers/modular buildings who budget recommendation, this information will be the contract will be made. The same timeframe vendor is not the successful vendor winning the removal of equipment and removal of trailers/m buildings and reconnections of all utilities and I	esting a month ee (3) trailers/r communities C The extension r for the purchase will be purchase will allow for award: the di- todular buildir T connections	g as of October 31, 2018 and funding is not available in h-to-month lease of the trailers to allow department to modular buildings currently being used as the office Crews (they were relocated to Fairlake as a result of the request for five months will allow the department to ase of the trailers. If funding is approved in the 2019 sed. If the funding request is not included in the December and if that occurs then a request to re-bid all needed logistics to be worked out (i.e. if current lisconnection of all utilities and IT connections, ing to allow for the placement of new trailers/modular and replacement of equipment as well as completion review by BOC). The trailers/modular buildings are	
Marchie Brustorf  pDirector's Signature	Dat	\$\\ 31\ B	
Funding: General Enterprise CIP Line Item No. (if applicable):	3 Digit Fund	nd Code:05810	

## 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	9/4/18 Date	<u></u>



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. Thurmand

Board of Commissioners

District 1 Nancy Jester

> District 2 Jeff Ruder

> > District 4

District 3 Larry Johnson

Steve Bradshaw

District 5 Mereda Davis Johnson

> District 6 Kathie Gannon

District 7 Gregory A. Adams

August 22, 2018

TO:

Purchasing & Contracting

FROM:

W 8-22-18 Ted Rhinehart, Deputy COO - Infrastructul

SUBJECT:

Proposed Change Order to ITB 15-100576/Contract No. 989165

Spectrum Building Systems

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).

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