



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Finance	From: Purchasing & Contracting	
RFP No.: 18-500489	Title: Inventory of Capital Assets	
Effective Date: November 13, 2018	Expiration Date: December 31, 2022	
Contract APPROVED Amount: \$639,100.00	Number of Change Orders to Date: 2	
Contractor(s)	Contract No.	Agrees to Extend
HCA Asset Management	1136419	Yes

User Department Recommendation: Renew ☒ Bid ☐
Funding for Renewal Term: 02120.521201.100
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)
Funding: General ☒ Enterprise ☐ 3 Digit Fund Code _____ SPLOST ☐ Category _____
CIP Line Item No. (if applicable): _____

Justification:

An extension for one (1) year will afford time to perpetuate the inventory assets capture and reconciliation of the data in addition to updating the capital assets additions and deletions to the original baseline inventory.

This subsequent inventory and reconciliation will ensure the 2020 and newer additions to the County's assets and aid in the reconciliation process of past and current data.

Perpetuation services total funding is \$70,000.00 for Calendar year 2023. Bi annual funding breakdown:
June - Perpetuation Services = \$35,000;
December - Perpetuation Services = \$35,000.

Dianne McNabb Digitally signed by Dianne McNabb
Date: 2022.11.18 17:26:40 -05'00'

Department Director Signature

Date

For Use by Purchasing and Contracting: Approve ☐ Deny ☐

Additional Comments:

Purchasing and Contracting Signature

Date