



DeKalb County  
GEORGIA

Department of Purchasing and Contracting  
Change Order Request Form

User Department: Facilities Management

From: Phyllis A. Head

CPA No.: 1195797

Title: Procurement Manager

Effective Date: 07/21/2017

Expiration Date: 07/20/2021

Contract APPROVED Amount: \$785,589.00

Contractor(s)	Contract No.	Amount Spent	
F.H. Paschen, S.N. Nielsen & Assoc., LLC	1195797	\$783,805.00	N/A

Total Amount Spent to Date: \$783,805.00

**User Department Recommendation:**

Renew

Bid

Justification:

Total of \$44,279.00 in requested funds includes: Electrical Costs for a floor outlet to accommodate Security's x-ray machine in the South Lobby – \$3,326.00; Fiberglass Panels @ Security Office, which include steel plate, to replace bulletproof glass in the lower part of the wall and structure to support

*Clyde W. Howell 8/14/20*  
Department Director Signature

08/14/2020

Date

Funding: General  Enterprise

3 Digit Fund Code

POETA - 105082.81110.541301.01.602148

CIP Line Item No. (if applicable): \_\_\_\_\_

**For Use by Purchasing and Contracting:**

Approve

Deny

Additional Comments:

08/17/2020

Purchasing and Contracting Signature

Date

**From:** [Burlison, Chuck](#)  
**To:** [Horner, Cathryn G.](#); [Head, Phyllis](#)  
**Cc:** [Asbell, David](#); [Stovall, Clyde](#)  
**Subject:** FW: Renovation of Maloof Building Lobby Area  
**Date:** Friday, August 14, 2020 5:03:44 PM  
**Attachments:** [2020-08-13 - Maloof Lobby - Paschen Change Order Request.pdf](#)  
[2020-08-14 - Maloof Lobby - Paschen Supplemental 4 Proposal.pdf](#)  
[2020-08-13 - Maloof Lobby - Paschen Change Order Request Signed.pdf](#)

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Cathryn,

We are hereby submitting a Change Order Request to our contract with F.H. Paschen that requires additional funding above and beyond their contract amount

Attached is the proposal we received from Paschen, as well as the original Change Order Request Form and a hard copy of the CO Form scanned and signed by Clyde Stovall.

The total of **\$44,279.00** in requested funds includes:

- **Electrical Costs** – to provide a floor outlet to accommodate Security’s x-ray machine in the South Lobby – **\$3,326.00**. Floor outlets were not included in the original scope of the project; those for the South Lobby were paid out of the Project Contingency, for which only **\$1,694.00** remains.
- **Fiberglass Panels @ Security Office** – panels include steel plate, to replace bulletproof glass in the lower part of the wall and structure to support the glass wall – **\$13,321.00**. This was an Owner-requested change to reduce visibility into the Security Office, while maintaining the protection of the wall assembly.
- **Drywall Replacement** for Lobby walls finished with wallcovering, which cannot be easily or cheaply patched and repaired for painting – **\$20,463.00**. This was an unforeseen condition occurring only in the Lobby, which was discovered during the course of the project.
- **Stainless Steel Surrounds** added to the millwork to protect the elevator doors and TV monitor surrounds – **\$4,804.00**. This was an Owner-requested change that was part of the original intent of the design and original scope of the project, but not included in the architectural design.
- **Carpet Replacement in HR** – additional labor to remove and reinstall carpet from the old Reception Area to match existing carpet in the HR suite – **\$2,365.00**. This was a change requested by HR due to the recent installation of new carpet throughout their suite and not included in the original scope of the project.

Please let us know if you have questions or need further clarification of this information.

Thanks,

Chuck

**Chuck Burlison** *Project Manager*

DeKalb County Facilities Management

O (404) 371-2154 C (404) 387-2356 E [cburleson@dekalbcountyga.gov](mailto:cburleson@dekalbcountyga.gov)

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**From:** Head, Phyllis <[phead@dekalbcountyga.gov](mailto:phead@dekalbcountyga.gov)>

**Sent:** Friday, August 14, 2020 2:05 PM

**To:** Burleson, Chuck <[cburleson@dekalbcountyga.gov](mailto:cburleson@dekalbcountyga.gov)>

**Cc:** Stovall, Clyde <[cstovall@dekalbcountyga.gov](mailto:cstovall@dekalbcountyga.gov)>; Asbell, David <[dasbell@dekalbcountyga.gov](mailto:dasbell@dekalbcountyga.gov)>; Horner, Cathryn G. <[cghorner@dekalbcountyga.gov](mailto:cghorner@dekalbcountyga.gov)>

**Subject:** Renovation of Maloof Building Lobby Area

Hi Chuck,

Please see the attached change order request form. Please complete the User Department Recommendation area and have Clyde sign it. Please let me know if you need any additional information.

**Phyllis A. Head, CPPB, GCPA | Procurement Manager Team B**

DeKalb County Government | Purchasing & Contracting Department

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