

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

User Department: Property Appraisal	From: Purchasing and Contracting
ITB/RFP No.: Sourcewell Contract No. 090320 - KON	Title: Public Sector and Education Software Solutions with Related Services (Imaging Services)
Effective Date: 08/22/2023	Expiration Date: 11/02/2024
Contract APPROVED Amount: \$300,000.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No(s).	Amount Spent
Konica Minolta Business Solutions USA, Inc.	1363095	\$0.00

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):

Document Imaging Services requested by DeKalb County Property Appraisal for digitization of all property record cards. Our department has a large volume of file cabinets containing these cards. Digitizing and storing this data online will free up the need for already limited office space and more efficient in retrieving the data these cards provide from onBase storage.

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

Total Amount of Increase: \$ 129,000

Funding Source: General Enterprise 3 Digit Fund Code: 100

SPLOST Category (if applicable): _____

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

Other: _____

Calvin Hicks

Mar 26, 2024

Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes No

Additional Comments (if applicable):

This request is for Property Appraisal to be added to an existing contract.

C. Melville

3/27/2024

Purchasing and Contracting Signature & Date