



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

User Department: Finance	From: Purchasing & Contracting
CPA No.: 1236388	Title: Retail Lockbox Services
Effective Date: June 1, 2019	Expiration Date: December 31, 2024
Contract APPROVED Amount: \$466,000.00	Number of Change Orders to Date: 3

Contractor(s)	Contract No.	Agrees to Extend
REMITCO, LLC	1236388	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: 134,000
(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 511 SPLOST Category _____
CIP Line Item No. (if applicable): _____

Justification:

Wells Fargo, the County's bank no longer provides retail lockbox (check Processing) services. As a result of this, the bank exercised its rights, under, under Section 19 of the "Retail Image Lockbox Service Description" provision of the contract, to assign these services to a third party. Said third party is REMITCO (dba Deluxe), our current provider.

Finance requests that the lockbox services provided by REMITCO be extended until December 31, 2025.

Dianne McNabb Digitally signed by Dianne McNabb
Date: 2024.10.15 13:32:22 -04'00'

Department Director Signature

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature

Date