



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department	
Emergency Purchase: Absentee Ballot Vote By Mail Packages	Title: Absentee Ballot Vote By Mail & Postage	
Effective Date: May 28, 2024	Expiration Date: May 30, 2025	
Contract APPROVED Amount: \$94,000.00	Number of Change Orders to Date: 0	
Contractor(s)	Contract No.	Agrees to Extend
Fort Orange Press	1382632	Yes

User Department Recommendation: Renew ☐ Bid ☐ Increase ☒ Decrease ☐

Funding for Renewal Term: \$90,000
(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 100 SPLOST ☐ Category _____
CIP Line Item No. (if applicable): _____

Justification:

Requesting approval to increase the amount of the existing Fort Orange Press contract by \$90,000 and extend the contract term to December 31, 2025. This request will allow DeKalb Voter Registration and Elections (VRE) to continue to engage this vendor throughout the 2025 election season for the procurement of the printing and mailing of absentee by mail ballots.

Fort Orange Press is one of the vendors recommended by the Secretary of State's office that received certification and authorization by Dominion to print ballots in the state of Georgia.

The cost of the change order is in line with VRE's approved FY2025 budget.


Department Director Signature

3/4/25
Date

For Use by Purchasing and Contracting:	Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
Additional Comments:		
Willie Moon Digitally signed by Willie Moon Date: 2025.03.28 07:24:22 -04'00'	3/28/25	Date
Purchasing and Contracting Signature		