



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

<b>User Department: Finance</b>	<b>From: Purchasing &amp; Contracting</b>
<b>CPA No.: 1236388</b>	<b>Title: Retail Image Lockbox Services</b>
<b>Effective Date: January 1, 2020</b>	<b>Expiration Date: December 31, 2023</b>
<b>Contract APPROVED Amount: \$466,000.00</b>	<b>Number of Change Orders to Date: 2</b>

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

**User Department Recommendation:** Renew  Bid  Increase  Decrease

Funding for Renewal Term: 167,945.00  
 (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.

The County is implementing a new utility billing system, enQuesta. The timely success for installing enQuesta requires no change in current vendors associated with the current CPAK billing system.

Finance requests that the lockbox services provided by REMITCO be extended until December 31, 2024.

**Dianne McNabb** Digitally signed by Dianne McNabb  
 Date: 2023.11.07 12:11:13 -05'00'

\_\_\_\_\_  
**Department Director Signature**

\_\_\_\_\_  
**Date**

**For Use by Purchasing and Contracting:** Approve  Deny

**Additional Comments:**

\_\_\_\_\_  
**Purchasing and Contracting Signature**

\_\_\_\_\_  
**Date**