

DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form

User Department: Tax Assessors	From: Pamela D. Williams
ITB No.: 15-100629	Title: Print & Mail Services for Property Tax and Appraisal Statements (Annual Contract with 3 Options to Renew)
Effective Date: 02/05/17	Expiration Date: 02/04/18
Contract APPROVED Amount: 72,670.50	Number of Renewals to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
Diversified Companies, LLC	1001000	Yes

Total Amount Spent to Date: \$34,631.00

User Department Recommendation: Renew Bid

Funding for Renewal Term: \$ 38,000

Justification: Diversified Companies has the knowledge and ability to properly print and mail all tax related documents. This company knows legislative requirements as well as the mass appraisal system used by the department.

Donna L. Ross
Department Director Signature

12/27/2017
Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Debra Robinson
Purchasing and Contracting Signature

12/27/2017
Date

11/14/2016

DeKalb County
Department of Purchasing and Contracting
Contract Renewal Request Form

User Department: Tax Commissioner	From: Cynthia W. Ferrell
ITB No.: 15-100629	Title: Print and Mail Services for Property Tax and Appraisal Statements (Annual Contract with 3 Options to Renew)
Effective Date: February 5, 2016	Expiration Date: February 4, 2018
Contract APPROVED Amount: \$163,670.50	Number of Renewals to Date: 1

Contractor(s)	Contract No.	Agrees to Extend
Diversified Companies, LLC	1001000	Yes

User Department Recommendation: Renew Bid

Funding for Renewal Term: \$110,000
(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
CIP Line Item No. (if applicable): _____

Justification:
Vendor for the printing of property tax and delinquent bills; Prep work completed, quick turnaround, best pricing

Nicole H. Golden Department Director Signature 12/28/17 Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Delia Robinson Purchasing and Contracting Signature 12/28/17 Date