DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Finance	**From: Purchasing & Contracting**
CPA No.: 1236388	**Title: Retail Image Lockbox Services**
Effective Date: January 1, 2020	**Expiration Date: December 31, 2021**
Contract APPROVED Amount: $216,000.00	**Number of Renewals to Date: 0**

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

User Department Recommendation: Renew ☐ Bid ☐ Extend ☒

Funding for Renewal Term: $125,000
(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.

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, 2022.

Dianne McMabb
Robert Atkins
Department Director Signature

10/13/21
10/6/21
Date

For Use by Purchasing and Contracting: Approve ☑ Deny ☐

Additional Comments:

Delois Robinson Digitally signed by Delois Robinson Date: 2021.11.03 06:49:21 -04'00'
Purchasing and Contracting Signature

November 3, 2021
Date