

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Finance	From: Purchasing & Contracting
RFP No.: 18-500483	Title: Tax Filing, Wage Deduction, Employment Verification and Affordable Care Act Compliance Services (Multiyear)
Effective Date: September 11, 2018	Expiration Date: December 31, 2024
Contract APPROVED Amount: \$1,477,744.12	Number of Change Orders to Date: 5

Contractor(s)	Contract No.	Agrees to Extend
ADP	1126717	Yes

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

Funding for Renewal Term: **\$1,085,000.00**

(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 **631** SPLOST ☐ Category _____
CIP Line Item No. (if applicable): _____

Justification:

ADP provides critical support services for bi-weekly and monthly payrolls. This includes Wage Payments (direct deposits), quarterly payroll tax filings, garnishments, ACA compliance and unemployment services. This request is to extend the contract for an additional 3 years.

Year 1 - \$358,000.00

Year 2 - \$362,000.00

Year 3 - \$365,000.00

Total - \$1,085,000.00

Larry Jacobs

Department Director Signature

11/25/24

Date

For Use by Purchasing and Contracting: Approve ☐ Deny ☐

Additional Comments:

Purchasing and Contracting Signature Date