



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

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department
Contract Purchase Agreement: 1382632	Title: Vote By Mail Packages
Effective Date: May 28, 2024	Expiration Date: March 31, 2026
Contract APPROVED Amount: \$184,000.00	Number of Change Orders to Date: 1

Contractor(s)	Contract No.	Agrees to Extend
Fort Orange Press	1382632	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$10,000

(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:

Request approval of a contract extension with Fort Orange Press to June 30, 2026 to ensure continuity of legally required absentee ballot production and mailing services. Timely standardized printing and distribution of absentee voting materials is essential to meeting statutory election deadlines and safeguarding voters' ability to receive and return election packets without delay. Extending this contract mitigates operational risk, supports election integrity, and serves the public interest by ensuring eligible voters have uninterrupted access to the absentee voting process.

The contract amount of \$184,000 was an estimate based on historical spending patterns for comparable election cycles. Actual expenditures have consistently been lower. For example, during the most recent similar election period, only \$92,753.36 of the authorized amount was expended. This lower utilization was largely attributable to 2025 municipal elections experiencing higher in-person voter turnout and correspondingly fewer absentee ballot mailings. While actual usage may vary, state law requires VRE to be fully prepared to produce and mail absentee ballot packets upon request. The requested amount represents a prudent best-estimate to ensure legal compliance and operational readiness, not a guaranteed expenditure.

Krista L. Smith

Department Director Signature

1/21/2026

Date

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Djuana Herron

Digitally signed by Djuana Herron
Date: 2026.01.30 12:25:35
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01/30/2026

Purchasing and Contracting Signature

Date