



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

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department
Contract Purchase Agreement: 2000206	Title: ImageCast Ballot Printing Services
Effective Date: February 25, 2025	Expiration Date: March 30, 2026
Contract APPROVED Amount: \$200,000.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
The Tattnell Journal Inc. dba Tattnell Ballot Solutions	2000206	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: _____
(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 to extend the contract term only with Tattnell Ballot Solutions through December 31, 2026 to ensure continuity of critical election support services. These services are required to produce legally mandated provisional and emergency ballots for each polling location.

The original contract award amount is \$200,000.00, with \$104,963.73 expended to date. The resulting low spend reflects planning assumptions that included two countywide runoffs in 2025, which did not occur. Consequently, the anticipated volume of Election Day provisional and emergency ballot printing required by law was lower than projected.

The Department seeks to extend the contract using existing, unexpended funds through December 31, 2026, while the ITB process is underway. This extension will help avoid service disruptions and ensure continued operational readiness for upcoming elections.

Krista L. Smith

Department Director Signature

1/23/2026

Date

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Djuana Herron

Digitally signed by Djuana Herron
Date: 2026.01.30 12:42:21 -05'00'

Purchasing and Contracting Signature

01/30/2026

Date