



DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department: Voter Registration &amp; Elections</b>	<b>From: Purchasing and Contracting Department</b>	
<b>Emergency Purchase</b>	<b>Title: Voting Election Supplies and Materials</b>	
<b>Effective Date: June 11, 2024</b>	<b>Expiration Date: June 30, 2025</b>	
<b>Contract APPROVED Amount: \$100,000.00</b>	<b>Number of Change Orders to Date: 0</b>	
<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
<b>A. Rifkin Company</b>	1380453	Yes

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

Funding for Renewal Term: \$75,000  
(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:**

Requesting approval to increase the amount of the existing A. Rifkin Company contract by \$75,000 and extend the contract term to December 31, 2025. This request will allow DeKalb Voter Registration and Elections (VRE) to continue to procure election bags, seals and other supplies from this trusted vendor.

This vendor has a proven track record in providing Dominion-compatible bags and other supplies with advanced features for top security.

The cost of the change order is in line with VRE's FY2025 budget request.

  
\_\_\_\_\_  
Department Director Signature

3/3/25  
\_\_\_\_\_  
Date

**For Use by Purchasing and Contracting:** Approve ☒ Deny ☐

**Additional Comments:**

**Willie Moon** Digitally signed by Willie Moon  
Date: 2025.03.28 00:50:32 -04'00'  
\_\_\_\_\_  
Purchasing and Contracting Signature

3/28/25  
\_\_\_\_\_  
Date