



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

<b>User Department: Voters Registration &amp; Elections</b>	<b>From: Purchasing and Contracting Department</b>
<b>Contract Purchase Agreement: 1351620</b>	<b>Title: Mailing Equipment, Supplies and Maintenance Services (SWC)</b>
<b>Effective Date: January 29, 2024</b>	<b>Expiration Date: February 28, 2026</b>
<b>Contract APPROVED Amount: \$118,848.76</b>	<b>Number of Change Orders to Date: 2</b>

<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
Quadient, Inc.	1351620	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 to extend the current contract through June 30, 2026 to ensure continuity of operations related to voter registration and legally required election mailings and voter communications.

This vendor provides essential mailing equipment, supplies, and maintenance services that support the timely processing and distribution of election materials. Any interruption in these services could impact required mailing timelines and operational efficiency.

The requested extension will help prevent service gaps during the current bid review process.

*Keisha L. Smith*

Department Director Signature

2/2/2026

Date

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

**Additional Comments:**

\_\_\_\_\_  
Purchasing and Contracting Signature

\_\_\_\_\_  
Date