



DeKalb County  
GEORGIA

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

User Department: Finance	From: Purchasing & Contracting
RFP No. 15-500346	Title: Print & Mail Services, Electronic Billing Presentment and Data Processing
Effective Date: October 2, 2015	Expiration Date: March 31, 2026
Contract APPROVED Amount: \$6,239,651.33	Number of Change Orders to Date: 6

Contractor(s)	Contract No.	Agrees to Extend
Level One/Doxim Company	988895	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 511 SPLOST  Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

The Department of Finance requests that the printing services provided by Level One, LLC/ Doxim be extended until December 31, 2026. This request also approves the 2.9% increase that the vendor put into effect January 01, 2026.

*Djuana Herron*

1/27/26

Department Director Signature

Date

For Use by Purchasing and Contracting: Approve  Deny

**Additional Comments:**

Djuana  
Herron

Digitally signed by Djuana Herron  
Date: 2026.02.16  
10:02:44 -05'00'

2/16/26

Purchasing and Contracting Signature

Date