



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Voter Registration & Elections		From: Purchasing and Contracting Department	
Contract Purchase Agreement: 2000151		Title: Apparel and Election-Related Materials	
Effective Date: November 25, 2024		Expiration Date: January 31, 2026	
Contract APPROVED Amount: \$115,000.00		Number of Change Orders to Date: 1	
Contractor(s)		Contract No.	Agrees to Extend
Halo Branded Solutions, Inc.		2000151	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 agreement to provide a total available budget of \$75,000 and extend the contract term to January 31, 2027. This request will allow Dekalb Voter Registration and Elections (VRE) to continue to engage in 2026 with this Dekalb County vendor for the procurement of VRE brand-related materials.

This vendor's proven track record in fast, reliable service makes them the ideal choice to meet VRE's needs.


Department Director Signature

11/17/2025
Date

For Use by Purchasing and Contracting:	Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
Additional Comments:		
Willie Moon Digitally signed by Willie Moon Date: 2025.11.20 16:25:09 -05'00'	11/20/2025	
Purchasing and Contracting Signature	Date	