



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

<b>User Department:</b> Property Appraisal	<b>From:</b> Purchasing & Contracting
<b>ITB No.:</b> 20-101238	<b>Title:</b> Print and Mail Service for Property Tax & Appraisal Statements and Election Documents (Annual Contract with 2 Options to Renew):
<b>Effective Date:</b> July 14, 2020	<b>Expiration Date:</b> June 30, 2022
<b>Contract APPROVED Amount:</b> \$220,375.50	<b>Number of Renewals to Date:</b> 1

Contractor(s)	Contract No.	Agrees to Extend
Diversified Companies, Inc.	1218789	

**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 \_\_\_\_\_ SPLOST  Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

Diversified Companies has the knowledge and ability to properly print and mail all Property Appraisal's tax related documents. This company knows legislative requirements as well as the mass appraisal system used by the department. Diversified Companies has provided satisfactory services under a previous mail/print agreement

*Calvin C. Hicks*

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

\_\_\_\_\_  
**Date**

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

**Additional Comments:**  
Approved.

*Crystal Creechmore*

June 13, 2022

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

\_\_\_\_\_  
**Date**