DeKalb County Department of Purchasing and Contracting Change Order Request Form

User Department: Innovation & Technology	From: Phyllis Head, Procurement Manager
Contract No.: 989294	Title: Preferred Digital Multi-Functional Imaging Devices (MFD) Supplier (Xerox Copier Lease)
Effective Date: 7/28/2015	Expiration Date: 12/31/2021
Effective Date. 7/20/2015	•
Contract APPROVED Amount: \$3,000,000.00	Number of Change Orders to Date: 1
	Contract No. 1 A proof to Firtund
Contractor(s)	Contract No. Agrees to Extend
Xerox Corporation	989294 N/A
User Department Recommendation:	Extend Bid
Funding Request:_\$900,000.00	
Funding: General Enterprise 3 Digit CIP Line Item No. (if applicable):	Fund Code100
<u>Justification:</u> Based on the analysis of the monthly charges for the remaining contract period, and the expected increase in the total number of units we need to add \$900,000 to the total contract amount.	
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Ja. Tik	B JUL 19
Department Director Signature	Date
	SE_38
For Use by Purchasing and Contracting:	Approve Deny D
Additional Comments:	
Chillis A Alad Purchasing and Contracting Signature	7/31/19 Date