



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

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department
Contract Purchase Agreement: 1309871	Title: Commercial Printing Services – Voting Signs
Effective Date: October 24, 2022	Expiration Date: January 31, 2026
Contract APPROVED Amount: \$200,000.00	Number of Change Orders to Date: 3

Contractor(s)	Contract No.	Agrees to Extend
MrNicePrint	1309871	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 100 SPLOST Category _____
CIP Line Item No. (if applicable): _____

Justification:

Request approval to extend the contract term only with Mr. Nice Print through June 30, 2026. The original contract award was \$200,000.00, of which \$70,408.80 has been expended to date. The resulting low spend is attributable to advance planning assumptions that anticipated up to six elections, including estimated wayfinding and legally mandated election signage for polling location changes and voter outreach collateral. Because a countywide runoff did not occur, a significant portion of the anticipated funds was not utilized. The Department seeks to extend the contract using existing, unexpended funds while the ITB process is underway. This extension is necessary to prevent any interruption in critical election-related printing services in advance of the upcoming Special Election in March and any subsequent runoff in April, ensuring continuity, compliance, and operational readiness.

Keisha L. Smith

Department Director Signature

2/13/2026

Date

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Djuana Herron

Digitally signed by Djuana Herron
Date: 2026.02.18 15:31:26 -05'00'

02/18/2026

Purchasing and Contracting Signature

Date