DeKalb County
GEORGIA

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Property Appraisal	**From:** Purchasing & Contracting
ITB No.: 20-101238	**Title:** Print and Mail Service for Property Tax & Appraisal Statements and Election Documents (Annual Contract with 2 Options to Renew)
Effective Date: July 14, 2020	**Expiration Date:** June 30, 2023
Contract APPROVED Amount: $171,198.61	**Number of Renewals to Date:** 2

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

User Department Recommendation: Renew ☑ Bid ☐ Increase ☐ Decrease ☐

Funding for Renewal Term: $73,000
(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:
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 Digitally signed by Calvin C. Hicks Date: 2023.06.09 12:07:58 -04'00'

Department Director Signature

For Use by Purchasing and Contracting: Approve ☑ Deny ☐

Additional Comments:
The vendor agrees to extend this contract for the additional year being requested by the department.

Crystal Creekmore Digitally signed by Crystal Creekmore Date: 2023.06.10 09:39:49 -04'00'

Purchasing and Contracting Signature