



DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department: Voters Registration &amp; Elections</b>		<b>From: Purchasing and Contracting Department</b>	
<b>Contract Purchase Agreement</b>		<b>Title: Mailing Equipment, Supplies and Maintenance Services (SWC)</b>	
<b>Effective Date: January 29, 2024</b>		<b>Expiration Date: January 31, 2026</b>	
<b>Contract APPROVED Amount:</b>		<b>Number of Change Orders to Date: 2</b>	
<b>Contractor(s)</b>		<b>Contract No.</b>	<b>Agrees to Extend</b>
Quadient, Inc.		1351620	Yes


**User Department Recommendation:** Renew ☐ Bid ☐ Increase ☒ Decrease ☐

Funding for Renewal Term: \$81,923.23  
(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 Quadient contract by \$50,000. This request will cover anticipated expenditures remaining for the 2025 election year and allow DeKalb Voter Registration and Elections (VRE) to continue to engage with this vendor that the department engaged for the mail machine procurement and has utilized for mail services since 2021.

Additionally, request ratification of previously issued Purchase Orders 5023173 (\$30,668.91) and 5022373 (\$1,254.23) for a total amount of \$31,923.23.

  
Department Director Signature

August 10, 2025  
Date

<b>For Use by Purchasing and Contracting:</b>	
Approve <input checked="" type="checkbox"/>	Deny <input type="checkbox"/>
<b>Additional Comments:</b>	
Willie Moon Digitally signed by Willie Moon Date: 2025.09.12 06:40:54 -04'00'	9/12/25
Purchasing and Contracting Signature	Date