



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

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department
Emergency Purchase	Title: Mail Solutions
Effective Date: October 20, 2020	Expiration Date: December 31, 2024
Contract APPROVED Amount: \$	Number of Change Orders to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
Quadient	1351620	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 _____ SPLOST Category _____
CIP Line Item No. (if applicable): _____

Justification:

Keisha L. Smith

Department Director Signature

_____ **Date**

For Use by Purchasing and Contracting: Approve X Deny

Additional Comments:

Willie Moon

Purchasing and Contracting Signature

2/13/2025

Date