

DeKalb County  
 Department of Purchasing and Contracting  
 Change Order Request Form

<b>User Department:</b> Tax Commissioner	<b>From:</b> Michele L. Smith, Procurement Agent Purchasing & Contracting
<b>ITB No.:</b> ITB 15-100629	<b>Title:</b> Print & Mail Service for Property Tax and Appraisal Statements
<b>Effective Date:</b> Feb. 5, 2016	<b>Expiration Date:</b> Feb. 28, 2020
<b>Contract APPROVED Amount:</b> \$340,820.92	<b>Number of Renewals to Date:</b> 3
<b>Spent to Date:</b> \$ 338,690.06	

<b>Contractor(s)</b> DIVERSIFIED COMPANIES LLC	<b>Contract No.</b> 1001000	<b>Agrees to-Extend - YES</b> <i>[Signature]</i> V7/20
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**User Department Recommendation:**      Increase       Decrease       Bid

**Funding for Change Order:** \$ \$ 2100.00  
 (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

**Funding:** General  Enterprise  SPLOST \_\_\_\_\_      3 Digit Fund Code \_\_\_\_\_  
 CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

MAIL HOMESTEAD LETTERS  
MAIL MOBILE HOME BILLS

*[Signature]* \_\_\_\_\_      1/7/2020  
 Department Director Signature      Date

**For Use by Purchasing and Contracting:**      Approve       Deny

*[Signature]* \_\_\_\_\_      1/8/2020  
 Purchasing and Contracting Signature      Date



DeKalb County  
 Department of Purchasing and Contracting  
 Change Order Request Form

**User Department:** Voter Registration & Elections    **From:** Michele L. Smith, Procurement Agent  
 Purchasing & Contracting Department

**ITB No.:** ITB 15-100629    **Title:** Print & Mail Service for Property Tax and  
 Appraisal Statements

**Effective Date:** Feb. 5, 2016    **Expiration Date:** Feb. 28, 2020

**Contract APPROVED Amount:** \$340,820.92    **Number of Renewals to Date:** 3

**Spent to Date:** \$338,690.06

Contractor(s)	Contract No.	Agrees to Extend
DIVERSIFIED COMPANIES LLC	1001000	yes

**User Department Recommendation:**    Increase     Decrease     Bid

**Funding for Change Order:** \$25,000.00  
 (Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

**Funding:** General     Enterprise     SPLOST \_\_\_    3 Digit Fund Code 100  
 CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**  
 To add the Voter Registration & Elections Department to the current contract to procure the mailing and postage of the Registration Notification Letters and Absentee Ballots to approximately 220,000 County Heads of Household.

\_\_\_\_\_  
 Department Director Signature    1.28.20  
 Date

**For Use by Purchasing and Contracting:**    Approve     Deny

Deborah Robinson  
 Purchasing and Contracting Signature    1-28-20  
 Date