



Legislation Details (With Text)

**File #:** 2023-0727    **Version:** 1    **Name:**

**Type:** Resolution    **Status:** Action

**File created:** 6/10/2023    **In control:** FAB-Finance, Audit & Budget Committee

**On agenda:** 7/11/2023    **Final action:**

**Title:** Commission District(s): ALL  
 CO - Change Order No. 1 to Contract No. 1218789 Print and Mail Service for Property Tax and Appraisal Statements and Election Documents (Annual Contract with 2 Options to Renew): for use by Property Appraisal & Assessment Department. This contract consists of printing and mailing property assessments and tax appraisals documents to citizens of DeKalb County. This request seeks to increase the contract funds and term through June 30, 2024. Awarded to: Diversified Companies, Inc. Amount Not To Exceed: \$73,000.00.

**Indexes:**

**Attachments:** 1. Agenda Notes, 2. UD Change Order Request No. 1

Date	Ver.	Action By	Action	Result
7/11/2023	1	Board of Commissioners	approved	Pass
6/27/2023	1	FAB-Finance, Audit & Budget Committee	recommended for approval upon receipt of additional information	Pass
6/27/2023	1	Board of Commissioners	deferred to the next meeting	Pass
6/20/2023	1	Committee of the Whole	Accepted to the BOC agenda and assigned	

**Purchasing Type:** Change Order (CO)

**Public Hearing:** YES  NO     **Department:** Purchasing & Contracting

**AGENDA ITEM:**

**Commission District(s): ALL**

CO - Change Order No. 1 to Contract No. 1218789 Print and Mail Service for Property Tax and Appraisal Statements and Election Documents (Annual Contract with 2 Options to Renew): for use by Property Appraisal & Assessment Department. This contract consists of printing and mailing property assessments and tax appraisals documents to citizens of DeKalb County. This request seeks to increase the contract funds and term through June 30, 2024. Awarded to: Diversified Companies, Inc. Amount Not To Exceed: \$73,000.00.

**Information Contact:** Michelle Butler, Procurement Manager

**Phone Number:** (404) 687-3581

**PURPOSE:**

Awarded by the BOC on July 14, 2020 for an amount not to exceed \$108,987.50. The BOC approved the 1st renewal on June 22, 2021 for an amount not to exceed \$111,388.00. The BOC approved the 2nd renewal on June 28, 2022 for an amount to exceed \$30,000.00. This contract consists of printing and mailing property assessments, tax appraisal statements, and property documents to County citizens. This request seeks to increase the contract funds and term through June 30, 2024.

**RECOMMENDATION:**

Recommend approval of Change Order No. 1 with:

Diversified Companies, LLC, 3721 Powers Court, Chattanooga, TN 37416

Amount Not to Exceed: \$73,000.00

**ADDITIONAL INFORMATION:**

- |                              |  |
|------------------------------|--|
| 1. Contract Effective Date:  | July 14, 2020                            |
| 2. Contract Expiration Date: | June 30, 2023                            |
| 3. Amount Spent To Date:     | \$189,467.80 - Total                     |
|                              | \$100,326.40 - Initial                   |
|                              | \$ 89,140.80 - 1 <sup>st</sup> Renewal   |
|                              | \$ 0.00 - 2 <sup>nd</sup> Renewal        |
| 4. Funding:                  | General - Operating (Property Appraisal) |