



## Legislation Text

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**File #:** 2020-0041, **Version:** 2

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**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. 1001000 for Print and Mail Services for Property Tax and Appraisal Statements (Annual Contract with 3 Options To Renew): for use by the Tax Commissioner, Property Tax Assessors Offices and Voter Registration and Elections. This contract consists of printing and mailing services. Awarded to: Diversified Companies, LLC. Amount Not To Exceed: \$34,100.00.

**Information Contact:** Cathryn G. Horner, Interim Director

**Phone Number:** (404) 687-2797

**PURPOSE:**

Awarded on February 5, 2016 for an amount not to exceed \$72,670.50. On January 24, 2017, the BOC approved the 1st renewal option for an amount not to exceed \$90,461.00. On January 23, 2018, the BOC approved the 2nd option for an amount not to exceed \$148,000.00. On January 22, 2019, the BOC approved the 3rd renewal option for an amount not to exceed \$86,000.00. This contract is currently utilized to mail property assessments, tax appraisal statements and property documents to the citizens of DeKalb County. This request is to add Voter Registration & Elections to the contract for the mailing of Registration Notification Letters and Absentee Ballots to Heads of Household, increase the funding, and extend the contract term. An ITB is currently in process to obtain new contract(s).

**RECOMMENDATION:**

Recommend approval of Change Order No. 1 to increase funding and extend the contract term to April 30, 2020 with:

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

Amount Not To Exceed: \$34,100.00.

**ADDITIONAL INFORMATION:**

1. Contract Effective Date: February 5, 2016
2. Contract Expiration Date: February 28, 2020
3. Amount Spent to Date: \$338,690.06
  - \$72,670.00 - Initial
  - \$90,461.00 - 1<sup>st</sup> Renewal
  - \$89,559.06 - 2<sup>nd</sup> Renewal
  - \$86,000.00 - Current
4. Funding: \$34,100.00 - General - Operating

\$ 2,100.00 (Tax Commissioner)  
\$ 7,000.00 (Property Tax Assessor)  
\$25,000.00 (Voter Registration & Elections)