



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

User Department: Recreation, Parks & Cultural Affairs	From: Purchasing & Contracting
RFP No.: 22-500622	Title: Comprehensive Trail Greenway Master Plan
Effective Date: February 28, 2023	Expiration Date: December 31, 2024
Contract APPROVED Amount: \$598,300.00	Number of Change Orders to Date: 1

Contractor(s)	Contract No.	Agrees to Extend
Toole Design Group, LLC	1323040	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:

Chuck O. Ellis

Department Director Signature

10/28/2024

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature

Date