



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: DWM, FM, PWB, RPCA and RAD	From: Purchasing & Contracting
ITB No.: 22-101492	Title: Tree Cutting and Removal Services (Three (3) Year Multiyear Contract)
Effective Date: October 10, 2022	Expiration Date: September 30, 2025
Contract APPROVED Amount: \$7,554,975.00	Number of Renewals to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
Casey Tree Experts, LLC Neda, Inc. dba Garden of Aden One Two Tree, LLC Sesmas Tree Services, LLC	1302434 1302440 1302439 1302441	N/A

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$100,000.00
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code 100 SPLOST Category _____
CIP Line-Item No. (if applicable): _____

Justification:
Facilities Management is requesting \$100,000.00 be added to the following contracts:
- One Two Tree, LLC - \$50,000.00
- Sesmas Tree Services LLC - \$50,000.00


Department Director Signature and Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature

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Contractor(s)			Contract No.	Agrees to Extend
Casey Tree Experts, LLC			1302434	N/A
Neda, Inc. dba Garden of Aden			1302440	
One Two Tree, LLC			1302439	
Sesmas Tree Services, LLC			1302441	

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:

Cluck O. Ellis

Department Director Signature and Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature

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Contractor(s)	Contract No.	Agrees to Extend
Casey Tree Experts, LLC	1302434	N/A
Neda, Inc. dba Garden of Aden	1302440	
One Two Tree, LLC	1302439	
Sesmas Tree Services, LLC	1302441	


User Department Recommendation: Renew Bid Increase Decrease

Funding for Change Order: \$150,000.00
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

- 1) Casey Tree Experts, LLC - \$50,000.00
- 2) Sesmas Tree Service, LLC - \$50,000.00
- 3) Neda, Inc. dba Garden of Aden - \$50,000.00

Funding: General Enterprise SPLOST 3 Digit Fund Code 581
CIP Line Item No. (if applicable): _____

Justification:
PW-R&D requests to add \$150,000.00 amongst 3 vendors due to unusual inclement weather and storms which have increased need for this service. The contracts prevent any interruptions to our emergency response for tree removal services and "Safety".


 _____ (Peggy V. Allen, DDPW) 8/30/2023
Department Director Signature **Date**

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

_____ _____
Purchasing and Contracting Signature **Date**



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Contractor(s)	Contract No.	Agrees to Extend
Casey Tree Experts, LLC	1302434	N/A
Neda, Inc. dba Garden of Aden	1302440	
One Two Tree, LLC	1302439	
Sesmas Tree Services, LLC	1302441	

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$975,000.00
(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General Enterprise 3 Digit Fund Code 511 SPLOST Category _____
CIP Line-Item No. (if applicable): _____

Justification:
This is utilized by the Department of Watershed Management to provide routine and emergency Tree Cutting and Removal Services throughout the county.
The Department of Watershed would like to increase funding on this contract to continue routine and emergency work through the expiration of the contract on September 30, 2025.
Casey Tree Experts, Inc - \$460,000.00
Neda dba Garden of Aden - \$515,000.00

David Hayes Digitally signed by David Hayes
Date: 2023.09.01 13:46:36 -04'00'

Department Director Signature and Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature