



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

<b>User Department: Recreation, Parks and Cultural Affairs (RPCA)</b>	<b>From: Purchasing &amp; Contracting</b>
<b>ITB No.: 23-101587</b>	<b>Title: Tree Cutting and Removal Services (Annual Contract with 2 Options to Renew)</b>
<b>Effective Date: November 8, 2023</b>	<b>Expiration Date: January 31, 2025</b>
<b>Contract APPROVED Amount: \$240,000.00</b>	<b>Number of Change Orders to Date: 0</b>

<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
<b>One Two Tree</b>	<b>1359735</b>	<b>N/A</b>
<b>Sesmas Tree Services LLC</b>	<b>1360830</b>	<b>N/A</b>
<b>Casey Tree Experts, Inc.</b>	<b>1363193</b>	<b>N/A</b>

**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 \_\_\_\_\_ SPLOST  Category \_\_\_\_\_  
 CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

RPCA recommends to increase contracts 1359735 and 1360830.

Sesmas/\$65,000  
 One, Two, Tree/\$35,000

*Chuck O. Ellis*

Department Director Signature

Date

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

**Additional Comments:**

*Delois Robinson*  
Digitally signed by Delois Robinson  
 Date: 2024.07.29 14:39:02 -04'00'

7/29/24

Purchasing and Contracting Signature

Date