

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

<b>User Department:</b> Public Works - Beautification (PWB)	<b>From:</b> Purchasing and Contracting
<b>ITB/RFP No.:</b> ITB No. 22-101492	<b>Title:</b> Tree Cutting and Removal Services (Three (3) Year Multiyear Contract)
<b>Effective Date:</b> 10/10/2022	<b>Expiration Date:</b> 12/31/2025
<b>Contract APPROVED Amount:</b> \$3,304,975.00 (CPA 1302440); \$6,045,000.00 (CPA 1302434); \$1,050,000.00 (CPA 1302441); \$700,000.00 (CPA 1302439)	<b>Number of Change Orders to Date:</b> 3

Contractor(s)	Contract No(s).	Amount Spent
Neda, Inc. dba Garden of Aden	1302440	\$999,775.00
Casey Tree Experts Inc.	1302434	\$1,403,905.30
Sesmas Tree Service, LLC.	<input type="checkbox"/> 1302441	<input type="checkbox"/> \$208,218.75
One Two Tree, LLC.	<input type="checkbox"/> 1302439	<input type="checkbox"/> \$411,567.00

**For Use by User Department:**

**Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):**

Beautification requests a Change Order (CO) to extend the tree trimming services contracts until December 31, 2026 and to increase all 3 contracts by an additional \$450,000.00 (Casey Tree, \$150,000.00; Neda Inc., \$150,000.00; One Two Tree, \$150,000.00). This CO will allow sufficient time and funding for continued tree trimming services on streets and roads throughout the DeKalb County. Note: Beautification only handles tree trimming with these contracts.

**If an increase to funding is required, provide the following:**

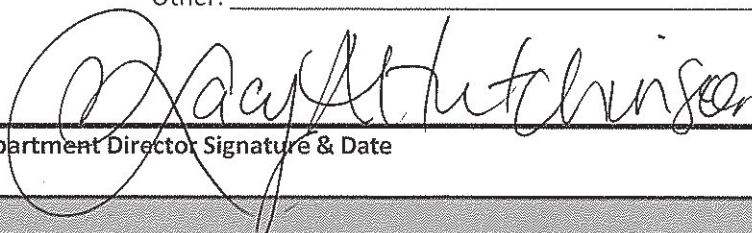
**Total Amount of Increase:** \$ \$450,000.00

**Funding Source:** General ☒ Enterprise ☐ 3 Digit Fund Code: 272 Unincorporated Beautification

SPLOST Category (if applicable): ☐ ☐

CIP Line-Item No. (if applicable): \_\_\_\_\_

Other: \_\_\_\_\_

 7/11/25  
Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes



No



Additional Comments (if applicable):

**Crystal Manson**

Digitally signed by Crystal Manson

Date: 2025.07.01 13:48:26 -04'00'

Purchasing and Contracting Signature