

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

User Department: Facilities Management	From: Purchasing and Contracting Department
ITB No.: 22-101520	Title: Landscape Maintenance Services (Annual Contract with 2 Options to Renew)
Effective Date: March 14, 2023	Expiration Date: March 31, 2024
Contract APPROVED Amount:	Number of Change Orders to Date: 2

Contractor(s)	Contract No.	Agrees to Extend
Let Us Love Your Lawn	1325127	N/A
Artscape, Inc.	1325124	N/A
The Simmons Group	1325126n	N/A

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: \$433,332.00
(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 is requesting the following additions to the above landscaping contracts:

Let Us Love Your Lawn:
\$20,833 – December 2023 Invoice
\$62,499 – January, February, and March 2024 Invoices
\$215,000 – 178 Sams St Landscape Improvement Project

ArtScape:
\$60,000 – January, February, and March 2024 Invoices

The Simmons Group:
\$75,000 – January, February, and March 2024 Invoices

Clyde D. Howell
Department Director Signature

1/22/2024
Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature

Date