



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

<b>User Department: Recreation, Parks &amp; Cultural Affairs</b>	<b>From: Purchasing &amp; Contracting</b>
<b>RFP No.: 22-500622</b>	<b>Title: Comprehensive Trail Greenway Master Plan</b>
<b>Effective Date: February 28, 2023</b>	<b>Expiration Date: June 30, 2024</b>
<b>Contract APPROVED Amount: \$348,500.00</b>	<b>Number of Change Orders to Date: 0</b>

<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
<b>Toole Design Group, LLC</b>	<b>1323040</b>	<b>Yes</b>

**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:**

Also to extend the contract until December 31, 2024.

*Cluck O. Ellis*

Department Director Signature

6/5/2024

Date

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

**Additional Comments:**

Purchasing and Contracting Signature

Date