



November 16, 2022

VIA EMAIL

Casey Tree Experts, Inc.  
PO Box 1276  
Lilburn, GA 30048  
ATTN: JoAnn Casey, President

Reference: ITB 21-752-010 Tree Cutting and Trimming Services

Dear Ms. Casey:

As a result of the excellent service provided by Casey Tree Experts, Inc., the DeKalb County School District ("DCSD") desires to renew the award of ITB 21-752-010 Tree Cutting and Trimming Services for one (1) year on the same terms, conditions and pricing as set forth in the License and Services Agreement between DCSD and Casey Tree Experts, Inc. dated March 1, 2021. The purpose of this letter is to obtain Casey Tree Experts, Inc.'s acceptance of DCSD's offer to renew the License and Services Agreement.

The renewal is subject to the DeKalb County Board of Education's ("Board") approval and will be effective from March 1, 2023 through February 28, 2024. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Casey Tree Experts, Inc.'s consideration of this offer to renew the award of ITB 21-752-010.

If accepted, please submit a copy of your company's proof of insurance reflecting the coverage(s) stated within the original solicitation document, sign the acceptance below and email both documents to [solicitationquestions@dekalbschoolsga.org](mailto:solicitationquestions@dekalbschoolsga.org) no later than Monday, November 28, 2022. Insurance policy or policies must be maintained throughout the term of this agreement. A copy of the insurance requirements is included. Feel free to also fax the acceptance and your proof of insurance to 678-676-0170.

Best regards,

*Carla L. Smith*

Carla L. Smith  
Executive Director, Vendor Services

CLS/lw

c: Mr. Richard Boyd  
Mr. Bobby Moncrief

**ACKNOWLEDGMENT**

Casey Tree Experts, Inc. hereby accepts DeKalb County School District's offer to renew the award of ITB 21-752-010, Tree Cutting and Trimming Services as set forth in the License and Services Agreement, until February 28, 2024. Casey Tree Experts, Inc. understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

*JoAnn Casey*  
Authorized Signatory

JoAnn Casey  
Name (Typed or Printed)

11/17/2022  
Date

President  
Title of Authorized Signatory