



DATE RECEIVED: _____
MATTER ASSIGNED TO: _____

## Request for Legal Assistance DCSD Office of Legal Affairs

ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO  
DCSD OFFICE OF LEGAL AFFAIRS.

\*\*\* This request is a confidential communication and should be treated as such \*\*\*

### DESCRIPTION OF REQUEST

Title of Item/Topic: Legal Review and Approval – Board Agenda Item Only  
(e.g., contract review, policy matter, etc.)

Date of request: 12/3/2024 Due Date: 12/6/2024 (Allow 3 to 5 business days)

Background information/Detail: Contract Renewal-ITB 21-752-010- Tree Cutting and Trimming Services- Casey Tree Experts, Richmond Tree Experts, Inc., Total Outdoor, LLC. - Contract Renewal #4 of 4-Not to Exceed - \$1,500,000.

### PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: \_\_\_\_\_

### SUPPORTING DOCUMENTATION

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any Chronology, BAI, Contracts, and all applicable documents

### REQUIRED AUTHORIZATION

Requested by: Darlene Y. Hughes

Email: darlene\_hughes@dekalbschoolsga.org Telephone: 678-676-1447

Department: Operations Division

Cabinet Member authorizing the request: Erick Hofstetter

### LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs?  Yes  No

**-OR- (check one only)**

Approved as to form by Outside Legal Counsel?  Yes  No

\*Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept.  
Approving Attorney (and law firm if Outside Counsel) H. Eric Hilton, Esq.

Comments: \_\_\_\_\_

BEH