



Robert R. Freeman Administrative Complex
1701 Mountain Industrial Boulevard
Stone Mountain, GA 30083

MEMORANDUM

TO: Mr. Erick Hofstetter., Chief Operating Officer
Division of Operations

FROM: Dr. Devon Q. Horton, Superintendent
Office of the Superintendent

DATE: April 21, 2025

RE: **Capital Improvement Project ~ Change Order Request ~ Evergreen Construction ~ Montclair Elementary School HVAC and Controls Replacement ~ Change Order No. 01, Budget Reallocation ~ Owner Requested Items and Unforeseen Conditions (Not to exceed \$549,427)**

At its business meeting on Monday, April 21, 2025, the DeKalb Board of Education approved:

- **A budget reallocation in the amount of \$549,427 from FUND 300 Program Contingency to F300CIP.01630.GENCONTR .4062.**
- **A Change Order No. 1 to Evergreen Construction for the Montclair ES HVAC and Controls Replacement project in a not to exceed amount of \$549,427 that will be funded by the budget reallocation.**

DQH:cm

c: Ms. Carla Smith, Executive Director, Vendor Services, Division of Finance
Ms. Latrice Brown-Shropshire, Purchasing Assistant, Division of Finance



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MEMORANDUM

TO: Mr. Erick Hofstetter, Chief Operating Officer
Division of Operations

FROM: Dr. Devon Q. Horton, Superintendent
Office of the Superintendent

DATE: April 21, 2025

RE: **Capital Improvement Project ~ Change Order Request ~ Evergreen Construction ~ Briarlake Elementary School HVAC and Controls Replacement ~ Change Order No. 01, Budget Reallocation ~ Owner Requested Items and Unforeseen Conditions (Not to exceed \$523,709)**

At its business meeting on Monday, April 21, 2025, the DeKalb Board of Education approved:

- **A budget reallocation in the amount of \$523,709 from FUND 300 Program Contingency to F300CIP.01430.GENCONTR .4062.**
- **A Change Order No. 1 to Evergreen Construction for the Briarlake ES HVAC and Controls Replacement project that will be funded by the budget reallocation.**

Please take the appropriate action to affect this directive of the Board.

DQH:cm

c: Ms. Carla Smith, Executive Director, Vendor Services, Division of Finance
Ms. Latrice Brown-Shropshire, Purchasing Assistant, Division of Finance