



770.621.7200 (o) | Watershed Management
 770.621.7271 (f) | 1580 Roadhaven Drive
 DeKalbCountyga.gov | Stone Mountain, GA 30083

MEMORANDUM

Chief Executive Officer
 Michael Thurmond

Board of Commissioners

TO: Talisa R. Clark, MBA, CPO, Chief Procurement Officer
 THRU: Ted Rhinehart, Deputy Chief Operating Office - Infrastructure *TR*
 FROM: Reginald Wells, Interim Director, Department of Watershed Management *R.W.*
 DATE: April 10, 2018
 SUBJECT: Proposed Amendment/Change Order No. 1 to Contracts 975615 and 975721 – Tree Cutting and Removal Service

District 1
 Nancy Jester

District 2
 Jeff Rader

District 3
 Larry Johnson

District 4
 Stephen Bradshaw

District 5
 Mereda Davis Johnson

District 6
 Kathie Gannon

District 7
 Gregory Adams Sr.

Original Contract Term and Dollar Amount:

July 22, 2015 to August 31, 2016; \$1,900,000.00

Previous Extension of the Term: Yes

Previous Changes to the Dollar Amount: Yes

Current Cumulative Contract Term Dollar Amount: July 22, 2015 to August 31, 2018;

Arborserv, Inc. (CPA No. 975615) - \$1,727,289.90

Casey Tree Experts, Inc. (CPA No. 975721) - \$838,992.06

Proposed Cumulative Contract Term Dollar Amount: July 22, 2015 to August 31, 2018;

Arborserv, Inc. (CPA No. 975615) - \$ 1,962,289.90

Casey Tree Experts, Inc. (CPA No. 975721) - \$1,073,992.06

Detailed Description of Requested Changes:

The Department of Watershed Management is requesting an increase to our contracted **Tree Cutting and Removal Services** budget to make certain that services are not interrupted during the 2018 calendar year. The increase in funding will ensure that the County will provide the surety that all County owned trees are maintained in a safe condition to reduce the County's liability and satisfy the timely disbursements to our vendors for services rendered.



DeKalb County
G E O R G I A

Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid:

Tree Cutting Removal Services initial budget was derived from the previous year's expenditures not taking in account the increase from emergency services from the weather related storms; leaving the budget underfunded. If the essential adjustments are not met then the projected shortfall to the Tree Cutting Removal Services will be **\$470,000.00** that is necessary for the department to provide the services through the end of the year.



Department of Recreation, Parks & Cultural Affairs

Chuck O. Ellis
Director

Chief Executive Officer
Michael Thurmond

Board of Commissioners
District 1
Nancy Lester

District 2
Jeff Rader

District 3
Larry Johnson

District 4
Stephen Bradshaw

District 5
Merada Davis Johnson

District 6
Kathie Gannon

District 7
Gregory Adams, Sr

INTER-OFFICE MEMORANDUM

DATE: April 12, 2018

MEMO NO: RPCA-18-0412-1246

TO: Talisa R. Clark, Director, Purchasing and Contracting

FROM: Chuck O. Ellis, Director, Recreation, Parks and Cultural Affairs

THRU: William E. (Ted) Rhinehart, Deputy COO, Infrastructure

SUBJECT: Proposed Amendment/Change Order No. 1 to Contract #975615 (ArborServ, Inc.) and 975721 (Casey Tree Experts) for Tree Cutting and Removal Service

Original Contract Term: July 22, 2015, through August 31, 2018

Previous Extension of the Term: 1

Previous Changes to the Dollar Amount: \$625,000.00

Current Cumulative Contract Term Dollar Amount: \$1,234,706.00

Proposed Cumulative Contract Term Dollar Amount: \$1,434,706.00

Detailed description of Requested Changes: We are requesting additional compensation to continue to provide professional tree removal services to the Park Sites in DeKalb County Georgia.

Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid: We are currently under contract with these contractors to provide professional tree services. Thus, there is no need for a competitive bid. The additional funds are needed to ensure that we are able to provide dangerous tree and stump removal, tree trimming and emergency tree removal services while the Purchasing and Contracting Department works to rebid the contract.

Based upon the current expenditure rate, we do not have sufficient funding to support services through December 31, 2018. We are requesting funding in the amount of \$200,000.00 to be split as requested below:

- \$100,000 – ArborServ, Inc.
- \$100,000 – Casey Tree Experts

**Proposed Amendment/Change Order No. 1 to Contract #975615 (ArborServ, Inc.)
and 975721 (Casey Tree Experts) for Tree Cutting and Removal Service**

April 12, 2018

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This action will ensure the continuity of services to the Park Sites in DeKalb County.


Chuck O. Ellis, Director

CE/EV/PS/maw

**cc: Mellonise A. Wheeler, Assistant Manager, Recreation, Parks and Cultural
Affairs**



DeKalb County
Roads and Drainage Division
Public Works Department
Peggy V. Allen
Associate Director

Chief Executive Officer

Michael Thurmond

Board of Commissioners

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District 7
Gregory Adams, Sr.

MEMORANDUM

April 16, 2018

TO: Talisa Clark, Director, Purchasing and Contracting

THRU: William E. (Ted) Rhinehart, Deputy COO, Infrastructure
Rick Lemke, Public Works Director

FROM: Peggy V. Allen, DDPW, Roads and Drainage

SUBJECT: Proposed Amendment/Change Order No. 1 to DeKalb County Contract No. 975615 (ArborServ, Inc.) and 975721 (Casey Tree Experts) for Tree Cutting and Removal Services.

4-17-2018

Original Contract Term and Dollar Amount: \$1,941,181.96

Previous Changes to the Dollar Amount: \$0.00

Previous Changes to the Term: 1

Current Cumulative Contract Term Dollar Amount: \$2,566,281.96

Proposed Contract Term Dollar Amount: \$1,250,000.00

Detailed Description of Requested Changes: To add \$1,000,000.00 to the current contract with ArborServ and \$250,000.00 to the contract with Casey Tree Experts to ensure that there are adequate funds on the contract to enable the contractor to continue working on the backlog of trees and debris removal projects.

Justification for the Proposed Changes and an Explanation of why the County should not consider a Competitive Bid. ArboServ Inc. and Casey Tree Experts were two contractors that were awarded contracts in response to ITB # 15-3003423. Both contractors worked with Roads & Drainage on the large backlog of trees and debris removal. Both contracts expire on August 31, 2018 but the available funds are almost depleted. We are working hard to reduce the growing backlog of trees and debris removal projects.

1. \$1,000,000.00 - ArborServ, Inc
2. \$250,000.00 - Casey Tree Experts