



**DeKalb County
Roads and Drainage Division
Public Works Department
Peggy V. Allen, Deputy Director, PW**

**Chief Executive Officer
Forrest Christian Johnson
Board of Commissioners**

**District 1
Robert Patrick**

**District 2
Michelle Long Spears**

**District 3
Nicole McSwain**

**District 4
Chabisa Johnson**

**District 5
Mercede Davis Johnson**

**District 6
Eugene "Ted" Turner**

**District 7
Jenna Blanton**

MEMORANDUM

April 28, 2025

TO: Michelle Butler, Chief Procurement Officer | Purchasing & Contracting

THROUGH: Zachary L. Williams, COO
Rick Lemke, Public Works Director **Richard W. Lemke**

Digitally signed by Richard W. Lemke
Date: 2025.04.29 10:01:32 -0400

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

SUBJECT: Proposed Amendment/Change Order No. 3 to DeKalb Contract Nos. 1302440 Neda Inc. DBA Garden of Eden; 1302434-Casey Tree Experts, Inc.; and 1302441-Sesmas Tree Service, LLC (ITB No. 22-101492 Tree Cutting and Removal Services (3-Year Multiyear Contract))
(DWM-Lead UD)

Original Contract Term and Dollar Amount: October 10, 2022 through September 30, 2025 and \$275,000

Previous Changes to the Dollar Amount: Change Order No. 1 additional cap \$50,000 and Change Order No. 2 additional cap \$300,000

Previous Changes to the Term: Contract Term remained same as September 30, 2025

Current Cumulative Contract Term and Dollar Amount: Expires September 30, 2025 and \$1,700,000.

Proposed Contract Term and Dollar Amount: Extend contract term for 15 months to December 31, 2026 and additional cap funding for \$500,000.

Detailed Description of Requested Changes: PW-R&D requests additional funding for CPA 1302440 -Neda \$600,000, and contracts term extension for 1 year through September 30, 2026 for CPA 1302440 -Neda, CPA 1302434-Casey, and CPA 1302441-Sesmas (ITB 22-101492 Tree Cutting and Removal Services).

The additional funds for Neda, Inc. will allow vendor to continue to perform tree cutting and removal services. This vendor's budget funding is near depletion caused by the increase in work order requests during the inclement weather that included an ice storm and high-winds caused by storms and hurricane events.

The additional term will allow all 3 vendors to continue to perform tree cutting and removal services for work orders as well as to prevent any interruptions to R&D first response emergency services.
(DWM is Lead UD and RPCA participates).

cc: Reginald D. Wells, DWM Director
Chuck Ellis, RPCA Director
Crystal Manson
Desmore Joseph
Michele Smith

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

User Department: Facilities Management	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 22-101492	Title: Tree Cutting and Removal Services (Three (3) Year Multiyear Contract)
Effective Date: 10/10/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$2,704,975.00 (CPA 1302440); \$6,045,000.00 (CPA 1302434); \$925,000.00 (CPA 1302441); \$675,000.00 (CPA 1302439)	Number of Change Orders to Date: 2

Contractor(s)	Contract No(s).	Amount Spent
Neda, Inc. dba Garden of Aden	1302440	\$974,775.00
Casey Tree Experts Inc.	1302434	\$1,291,235.30
Sesmas Tree Service, LLC.	1302441	\$203,693.75
One Two Tree, LLC.	1302439	\$403,967.00

For Use by User Department:

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

Facilities Management is requesting above contracts be extended to 12/31/2026. Also requesting additional funds on the following contracts to cover emergencies in the event of unexpected storms:

- One Two Tree, LLC - \$25,000.00
- Sesmas Tree Service, LLC - \$25,000.00

If an increase to funding is required, provide the following:

Total Amount of Increase: \$ 50,000.00

Funding Source: General ☒ Enterprise ☐ 3 Digit Fund Code: 100

SPLOST Category (if applicable): ☐ ☐

CIP Line-Item No. (if applicable): ☐ ☐

Other: _____

Clyde F. Small

5/7/2025


Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson

 Digitally signed by Crystal Manson
Date: 2025.05.12 17:13:15 -04'00'

Purchasing and Contracting Signature

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

User Department: Recreation, Parks, and Cultural Affairs	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 22-101492	Title: Tree Cutting and Removal Services (Three (3) Year Multiyear Contract)
Effective Date: 10/10/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$2,704,975.00 (CPA 1302440); \$6,045,000.00 (CPA 1302434); \$925,000.00 (CPA 1302441); \$675,000.00 (CPA 1302439)	Number of Change Orders to Date: 2

Contractor(s)	Contract No(s).	Amount Spent
Neda, Inc. dba Garden of Aden	1302440	\$974,775.00
Casey Tree Experts Inc.	1302434	\$1,291,235.30
Sesmas Tree Service, LLC.	1302441	\$203,693.75
One Two Tree, LLC.	1302439	\$403,967.00

For Use by User Department:

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

RPCA recommends to extend and increase contract 1302441 till December 31st, 2026.

If an increase to funding is required, provide the following:

Total Amount of Increase: \$ 100,000 _____

Funding Source: General Enterprise 3 Digit Fund Code: _____

SPLOST Category (if applicable): _____

CIP Line-Item No. (if applicable): _____ ☐ ☐

Other: _____




Department Director Signature & Date

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson

 Digitally signed by Crystal Manson
Date: 2025.05.12 17:11:33 -04'00'

Purchasing and Contracting Signature

DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Watershed Management	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 22-101492	Title: Tree Cutting and Removal Services (Three (3) Year Multiyear Contract)
Effective Date: 10/10/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$2,704,975.00	Number of Change Orders to Date: 2

Contractor(s)	Contract No(s).	Amount Spent
Neda Inc. dba Garden of Aden	1302440	\$974,775.00

For Use by User Department:

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

This is utilized by the Department of Watershed Management to provide routine and emergency Tree Cutting and Removal Services throughout the county. DWM is working with P & C to rebid this service. DWM would like to extend the time to match the term of the contract through 12/31/2026. No additional funds needed .

If an increase to funding is required, provide the following:

Total Amount of Increase: \$ 0

Funding Source: General ☐ Enterprise ☒ 3 Digit Fund Code: 511

SPLOST Category (if applicable): _____

CIP Line-Item No. (if applicable): _____

Other: _____

Department Director Signature & Date Reginald Wells


Reginald Wells (Apr 29, 2025 10:53 EDT)

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson

 Digitally signed by Crystal Manson
Date: 2025.05.02 17:41:41 -04'00'

Purchasing and Contracting Signature

CO Request Form for CPA 1302440_ Neda Inc. dba Garden of Aden

Final Audit Report

2025-04-29

Created:	2025-04-28
By:	Le Titia Sloan (ljsloan@dekalbcountyga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1AonYSdcXuGqDgMpsvxV0sJn_NKbARw6

"CO Request Form for CPA 1302440_ Neda Inc. dba Garden of Aden" History

-  Document created by Le Titia Sloan (ljsloan@dekalbcountyga.gov)
2025-04-28 - 7:27:04 PM GMT - IP address: 50.237.148.4
-  Document emailed to rdwells@dekalbcountyga.gov for signature
2025-04-28 - 7:27:48 PM GMT
-  Email sent to ljslaon@dekalbcountyga.gov bounced and could not be delivered
2025-04-28 - 7:36:55 PM GMT
-  Email viewed by rdwells@dekalbcountyga.gov
2025-04-29 - 2:52:24 PM GMT - IP address: 50.237.148.4
-  Signer rdwells@dekalbcountyga.gov entered name at signing as Reginald Wells
2025-04-29 - 2:53:04 PM GMT - IP address: 204.120.180.4
-  Document e-signed by Reginald Wells (rdwells@dekalbcountyga.gov)
Signature Date: 2025-04-29 - 2:53:06 PM GMT - Time Source: server- IP address: 204.120.180.4
-  Agreement completed.
2025-04-29 - 2:53:06 PM GMT

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

User Department: Watershed Management	From: Purchasing and Contracting
ITB/RFP No.: ITB No. 22-101492	Title: Tree Cutting and Removal Services (Three (3) Year Multiyear Contract)
Effective Date: 10/10/2022	Expiration Date: 12/31/2025
Contract APPROVED Amount: \$6,045,000.00	Number of Change Orders to Date: 2

Contractor(s)	Contract No(s).	Amount Spent
Casey Tree Experts Inc.	1302434	\$1,291,235.30

For Use by User Department:

Enter Recommended Change(s) and a Detailed Justification (please enter requests to extend the contract time/term or increase the contract amount with specific details to include term dates and funding amounts):

This is utilized by the Department of Watershed Management to provide routine and emergency Tree Cutting and Removal Services throughout the county. DWM is working with P & C to rebid this service. DWM would like to extend the time to match the term of the contract through 12/31/2026. No additional funds needed .

If an increase to funding is required, provide the following:

Total Amount of Increase: \$ ⁰ 511

Funding Source: General ☐ Enterprise ☒ 3 Digit Fund Code _____

SPLOST Category (if applicable): _____

CIP Line-Item No. (if applicable): _____

Other: _____


Department Director Signature & Date Reginald Wells
Reginald Wells (APR 29, 2025 10:08 EDT)

For Use by Purchasing and Contracting:

Approved: Yes ☒ No ☐

Additional Comments (if applicable):

Crystal Manson
Purchasing and Contracting Signature

 Digitally signed by Crystal Manson
Date : 2025.05.12 17:06:49 -04'00'

CO Request Form for 1302434 Casey Tree Experts Inc.

Final Audit Report

2025-04-29

Created:	2025-04-28
By:	Le Titia Sloan (ljsloan@dekalbcountyga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYoY4cO5Q-0kV-XyN_CwLlsMkgXq-SFyV

"CO Request Form for 1302434 Casey Tree Experts Inc." History

-  Document created by Le Titia Sloan (ljsloan@dekalbcountyga.gov)
2025-04-28 - 7:08:09 PM GMT- IP address: 50.237.148.4
-  Document emailed to rdwells@dekalbcountyga.gov for signature
2025-04-28 - 7:09:02 PM GMT
-  Email viewed by rdwells@dekalbcountyga.gov
2025-04-29 - 2:48:24 PM GMT- IP address: 50.237.148.4
-  Signer rdwells@dekalbcountyga.gov entered name at signing as Reginald Wells
2025-04-29 - 2:48:51 PM GMT- IP address: 50.237.148.4
-  Document e-signed by Reginald Wells (rdwells@dekalbcountyga.gov)
Signature Date: 2025-04-29 - 2:48:53 PM GMT - Time Source: server- IP address: 50.237.148.4
-  Agreement completed.
2025-04-29 - 2:48:53 PM GMT