

April 9, 2025

William E. Russell II, CEO/ Owner  
Russell Landscape  
4300 Woodward Way  
Sugar Hill, GA 30518

**Notice of Award and Contract:** 2000245  
**Effective Date:** March 25, 2025, through March 31, 2026  
**Contract Amount Not to Exceed:** \$1,849,900.00

Mr. Russell:

This letter will serve as official notice to you that ITB No. 24-101696 – Residential Yard Debris Removal Services (Annual Contract with 2 Options to Renew) has been awarded to you. This notice, together with bid and communication, shall constitute our entire agreement and, for identification purposes, has been assigned Contract Purchase Agreement No. 2000245.

A notice to proceed meeting will be scheduled and held via Zoom. The purpose of the meeting is to review DeKalb County's requirements prior to the start of the contract.

You are hereby reminded that no conditions of this agreement may be modified or changed except through or by the Department of Purchasing and Contracting of DeKalb County. Requests, instructions, or information received by you from sources other than the Department of Purchasing and Contracting which are intended to change the contract are to be refused on the basis that such matters may be handled only between the supplier and the Department of Purchasing and Contracting.

Deliveries and/or services are to be made and/or performed only on an **“as ordered”** basis. User department(s) of the County may utilize this agreement and may place telephoned requests for delivery and/or service but only when they are in position to furnish the applicable contract number which has been assigned by the Department of Purchasing and Contracting. In such event, the telephoned request will be confirmed by a written County Purchase Order form bearing the applicable contract number. Main invoices to the department submitting the order. Department contacts will be provided at the notice to proceed meeting.

Prior to the scheduling of the notice to proceed meeting, please submit current Business License, as well as a Certificate of Insurance (COI) per the County's insurance requirements stated on pages 16 – 18 of the ITB, to Le'Shan L. Jones, at [ljones@dekalbcountyga.gov](mailto:ljones@dekalbcountyga.gov).

Sincerely,

*Le'Shan L. Jones*  
Le'Shan  
Jones

Digitally signed by  
Le'Shan Jones  
Date: 2025.04.03  
10:12:41 -04'00'

Le'Shan L. Jones  
Procurement Agent  
Department of Purchasing and Contracting

cc. JH Jovan  
Hooper

Digitally signed by Jovan  
Hooper  
Date: 2025.04.09  
11:23:55 -04'00'