



Department of Purchasing and Contracting

July 30, 2019

F.M. Shelton
1434 Ralph David Abernathy Blvd. SW #1
Atlanta, GA 30310-1692
Attention: Fawn Shelton

Notice of Award and Contract: Contract Purchase Agreement No. 1172171

Effective Date: July 23, 2019 through July 31, 2020

Amount Not to Exceed: \$110,000.00

Ms. Shelton:

This letter will serve as official notice that **ITB No. 19-101074 Sand (Annual Contract with 2 Options to Renew)** has been awarded to **F.M. Shelton, Inc.**

This notice, together with your bid and previous communication, shall constitute our entire agreement and, for identification purposes, has been assigned Contract Purchase Agreement No. 1172171.

A Contract Kick-off Meeting will be scheduled to review DeKalb County's contract 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. The County department(s) that will utilize this agreement may place telephone requests for delivery and/or service but only when they are in a position to furnish the applicable contract number which has been assigned by the Department of Purchasing and Contracting. In such event, the telephone request will be confirmed by a written County Purchase Order form bearing the applicable contract number. Mail invoices to the department submitting the order. Department contact(s) will be provided at the Contract Kick-Off Meeting.

Prior to the scheduling of the Contract Kick-off Meeting, the following item(s) must be submitted to Angel Frazier, Procurement Agent (amfrazier@dekalbcountyga.gov):

- Certificate of Insurance (emailed directly from insurer) per the county's insurance requirements stated on pages 15-17 of the ITB
- Copy of current, valid business license

Sincerely,

A handwritten signature in cursive script that reads 'Angel Frazier'.

Angel Frazier
Procurement Agent
Department of Purchasing and Contracting



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Cc: Reginald Wells, Director, Department of Watershed Management; Peggy Allen, Director, Public Works- Roads and Drainage