



## Department of Purchasing and Contracting

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Via Email

June 16, 2021

F.M. Shelton, Inc.  
1434 Ralph D. Abernathy Blvd. SW #1  
Atlanta, GA 30310  
Attention: Fawn Shelton, CEO  
[fawn@fmshelton.com](mailto:fawn@fmshelton.com)

**Notice of Award and Contract:** Contract Purchase Agreement No. 1256091

**Effective Date:** 10 Days From Notice To Proceed

**Amount Not to Exceed:** \$1,062,649.00

Ms. Shelton:

This letter will serve as official notice that **ITB No. 21-101325 Quick Insertion Valves (Three (3) Year Multiyear Contract)** 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. 1256091.

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](mailto:amfrazier@dekalbcountyga.gov)):

- Certificate of Insurance (emailed directly from insurer) per the county's insurance requirements stated on pages 16-18 of the ITB



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- Copy of current, valid business license

Sincerely,

*Angel Frazier*

Angel Frazier  
Procurement Agent  
Department of Purchasing and Contracting

Cc: Reginald Wells, Director, Department of Watershed Management

CC

**Signature:** *Crystal Creekmore*

**Email:** [ccreekmore@dekalbcountyga.gov](mailto:ccreekmore@dekalbcountyga.gov)