



## Department of Purchasing and Contracting

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Via Email  
May 15, 2025

Petroleum Traders Corporation  
PO Box 2357  
Fort Wayne, IN 46081  
Attention: Linda Stephens, Vice President  
[jvanderpool@petroleumtraders.com](mailto:jvanderpool@petroleumtraders.com)

**Notice of Award and Contract:** Contract Purchase Agreement (CPA) No. 2000273  
**Effective Date:** To Be Determined Upon Notice To Proceed  
**Amount Not to Exceed:** \$480,000.00

Ms. Linda Stephens,

This letter will serve as an official notice that **ITB No. 24-101675 Red Dyed Diesel Fuel (Three (3) Year Multiyear Contract)** has been awarded to **Petroleum Traders Corporation**.

This notice, together with your bid and previous communication, shall constitute our entire agreement and, for identification purposes, has been assigned **Contract Purchase Agreement (CPA) No. 2000273**.

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. Send invoices to the department submitting the order. Department contact(s) will be provided at the Contract Kick-Off Meeting.



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Prior to the scheduling of the Contract Kick-Off Meeting, the following item(s) must be submitted to Tiffany Reid, Procurement Agent ([tmreid@dekalbcountyga.gov](mailto:tmreid@dekalbcountyga.gov)):

- Copy of current, valid business license
- Certificate(s) of Insurance (COI) (to be emailed directly from surety) per the County's insurance requirements stated on pages 16-18 of the ITB

Sincerely:

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Tiffany Reid  
Procurement Agent – Team A  
Department of Purchasing and Contracting

cc: Reginald D. Wells, Director, Department of Watershed Management  
Yasah Lavala, Management Program Analyst, Department of Watershed Management