

July 11, 2023

**Sent via Email:** [sddephillips@ssciusa.com](mailto:sddephillips@ssciusa.com)

Suburban Surgical Co. Inc.  
275 12<sup>th</sup> Street  
Wheeling, IL 60090  
Attn: Steve DePhillips

Dear Mr. DePhillips:

**NOTICE OF AWARD**

**Invitation to Bid 23-101583, Cages for the Animal Shelter**

This confirms that DeKalb County approved the award for Invitation to Bid 23-101583, Cages for the Animal Shelter to Suburban Surgical Co. Inc. for an amount not to exceed: \$73,327.00.

Please work with your Purchasing and Contracting contact, Jennifer Schofield, Senior Procurement Agent, telephone number 404-687-4042, email address: [jj Schofield@dekalbcountyga.gov](mailto:jj Schofield@dekalbcountyga.gov) in providing the necessary paperwork to complete the transaction. Please proceed to procure the certificate of insurance and have your insurer forward directly to the Agent, along with your 2023 Business License. In addition, registration as a Supplier must be completed.

No work is to begin until you have received the Notice to Proceed from the Department of Purchasing and Contracting of DeKalb County. No County department head has the authority to authorize you to perform any work until the Notice to Proceed has been issued.

Sincerely,

*Jennifer Schofield*

Jennifer Schofield, NIGP-CPP  
Senior Procurement Agent  
Department of Purchasing and Contracting

MNB:DR:jjjs

*DeLois Robinson*