

May 14, 2020

**Sent via Email:** [bclark@stevens-wilkinson.com](mailto:bclark@stevens-wilkinson.com)

Stevens & Wilkinson, GA, Inc.  
100 Peachtree Street, NW  
Suite 2500  
Atlanta, GA 30303

**NOTICE OF AWARD**

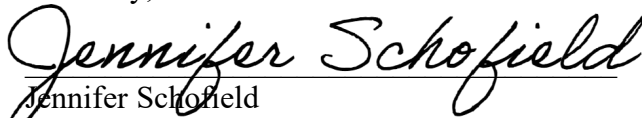
**RFP 19-500526, Architectural and Engineering Services for the Renovation and Development of the 178 Sams Street Facility**

This confirms that the DeKalb County Board of Commissioners at its May 12, 2020 meeting acted to approve the award for RFP 19-500526, Architectural and Engineering Services for the Renovation and Development of the 178 Sams Street Facility to Stevens & Wilkinson, GA, Inc.

Please work with your Purchasing and Contracting contact, Jennifer Schofield, Procurement Agent, telephone number 404-687-4042, email address: [jjchofield@dekalbcountyga.gov](mailto:jjchofield@dekalbcountyga.gov) in providing the necessary paperwork to complete the transaction. Immediately proceed to procure the certificate of insurance and have your agent forward a copy of the certificate to the Agent listed above per the requirements of the solicitation. In addition, please forward a copy of your 2020 Business License.

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  
Procurement Agent  
Department of Purchasing and Contracting

CGH:DR:jjjs

cc: Clyde Stovall, Director, Facilities Management  
David Asbell, Facilities Management  
Sandra Weaver, Facilities Management