

January 16, 2019

Johnson, Spellman & Associates, Inc.
350 Research Court, Suite 130
Peachtree Corners, GA 30092

via email: twille@jsace.com

Notice of Award and Contract: Contract Purchase Agreement No. 1143737

Effective Date: December 4, 2018

This Contract is Not to Exceed: \$200,000.00

Dear Mr. Willie:

This letter serves as your official notice that RFP-17-500470 Standby Mechanical Engineering and Energy Support Services (Annual Contract with 2 Options to Renew) has been awarded to Johnson, Spellman & Associates, Inc. This notice, together with the executed contract, constitutes our entire agreement and, for identification purposes, has been assigned Contract Purchase Agreement No. 1143737.

A Contract Kick-off Meeting will be scheduled as soon as the contracts are fully executed and shall be held in the Purchasing and Contracting department located at 1300 Commerce Drive, Second Floor, Decatur, GA. The purpose of the Contract Kick-off Meeting will be to review DeKalb County's requirements prior to the start of the contract. You will be contacted by a member of the Purchasing and Contracting staff to schedule the meeting.

It is required that you have your insurance company submit Insurance Certificates with the appropriate coverages as outlined in the solicitation documents. Certificates are to be submitted via email address nharrison@dekalbcountyga.gov and are to reflect DeKalb County Government as an additional insured. Insurance Certificates should be submitted no later than 3:00 pm on Tuesday, January 22, 2019. Once the insurance certificates have been received and verified you will be notified to collect, sign and return five (5) copies of the contract documents, all with original signatures and seals. Your company will receive a fully executed copy of the contract at the Contract Kick-off Meeting. If you have named LSBE participants on this contract; you are instructed to submit, for County approval, a copy of the signed LSBE Subcontractor Agreement(s). A signed agreement shall be submitted and approved for each LSBE Subcontractor prior to contract execution.

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.

Services are to be performed on an **"as ordered"** basis. Using department(s) of the County may place telephone requests for service but only when they furnish the applicable contract number which has been assigned by the Department of Purchasing and Contracting. In such event, the telephoned request will be confirmed by a written County Purchase Order form bearing the applicable contract number. Mail invoices to **DeKalb County Accounting Services Division, 1300 Commerce Drive, Decatur, Georgia 30030**.

Best regards,

Nancy Harrison

Nancy Harrison
Procurement Agent Senior, Team B
Department of Purchasing and Contracting

cc: File
Facilities Management

