



DeKalb County
Department of Purchasing and Contracting

November 3, 2023

Via Email:

Notice of Award- Request for Quotation (RFQ) No. 23-3003818 Gutter Cleaning and Maintenance Services

Amount Not To Exceed: \$35,000.00

Effective Date: November 3, 2023

Facility Maintenance & Service Group

Attention: Dwayne Williams

5493 Westmoreland Plaza Ste. B-800

Douglasville, GA 30307

Dear Mr. Williams,

This will serve as official notice to you that Facility Maintenance & Service Group has been awarded **RFQ No. 23- 3003813 Gutter Cleaning and Maintenance Services**.

Please have your Certificate of Insurance in the amounts indicated on the Insurance Requirements included in the RFQ to Joydan Holley via email to jmholley@dekalbcountyga.gov. Ensure that DeKalb County is listed as additional insured.

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 in accordance with the contract. Using department(s) of the County may place telephoned requests for delivery and/or service but only when they are in position to 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, 1300 Commerce Drive, Accounts Payable, 3rd Floor, Decatur, GA 30030**.

Sincerely,

Joydan M. Holley

Joydan Holley

Procurement Technician

Department of Purchasing and Contracting

DR/jh

cc: Chuck Ellis, Director Recreation, Parks, and Cultural Affairs

Paige Singer, Division Manager, Recreation, Parks, Cultural Affairs