



Department of Purchasing and Contracting

VIA E-MAIL: terry@peoplessupplies.com

December 16, 2019

Peoples Janitorial Supply
955 Main Street
Forest Park, GA 30298
Attention: Terry Hazelrig, Vice President of Sales

Notice of Award and Contract: Contract Purchase Agreement No. 1191907

Item Nos.: 1-5, 7, 9 and 10

Effective Date: December 10, 2019 through December 31, 2020

Estimated Amount: \$75,500.00

Mr./Ms. Hazelrig:

This letter will serve as official notice that **ITB No. 19-101071 Chemicals for Odor Control (Annual Contract with 2 Options to Renew)** has been awarded in part to **Peoples Janitorial Supply**.

This notice, together with your bid and previous communication, shall constitute our entire agreement and, for identification purposes, has been assigned Contract Purchase Agreement No. 1191907.

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

Prior to the scheduling of the Contract Kick-off Meeting, the following item(s) must be submitted to Crystal Creekmore, Senior Procurement Agent (ccreekmore@dekalbcountyga.gov):

- Certificate of Insurance (emailed directly from surety) per the County's insurance requirements stated on pages 15-17 of the ITB

Sincerely,

A handwritten signature in cursive script that reads 'Crystal Creekmore'.

Crystal Creekmore, MBA, CPPB
Senior Procurement Agent
Department of Purchasing and Contracting

Department of Purchasing and Contracting

VIA E-MAIL: jason.duda@zep.com

December 16, 2019

Acuity Specialty Products, Inc. dba Zep Sales and Service
3330 Cumberland Boulevard, Suite 700
Atlanta, GA 30339
Attention: Helge Sparsoe, President of Sales and Service

Notice of Award and Contract: Contract Purchase Agreement No. 1191908

Item Nos.: 6 and 8

Effective Date: December 10, 2019 through December 31, 2020

Estimated Amount: \$59,700.00

Mr./Ms. Sparsoe:

This letter will serve as official notice that **ITB No. 19-101071 Chemicals for Odor Control (Annual Contract with 2 Options to Renew)** has been awarded, in part, to **Acuity Specialty Products, Inc. dba Zep Sales and Service**.

This notice, together with your bid and previous communication, shall constitute our entire agreement and, for identification purposes, has been assigned Contract Purchase Agreement No. 1191908.

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

Prior to the scheduling of the Contract Kick-off Meeting, the following item(s) must be submitted to Crystal Creekmore, Senior Procurement Agent (ccreekmore@dekalbcountyga.gov):

- Copy of a current and valid business license
- Certificate of Insurance (emailed directly from surety) per the County's insurance requirements stated on pages 15-17 of the ITB



Department of Purchasing and Contracting

December 16, 2019

Subject: **Notice of Award and Contract:** Contract Purchase Agreement No. 1191908

Sincerely,

A handwritten signature in black ink that reads 'Crystal Creekmore'.

Crystal Creekmore, MBA, CPPB
Senior Procurement Agent
Department of Purchasing and Contracting