

July 22, 2022

**Via Electronic Mail: lktransport@yahoo.com**

LK Transport Expedited, LLC  
1343 Terrell Mill Road SE, Suite 372  
Marietta, Georgia 30067  
Attention: Kapel Josephs, Manager/Member

**Notice of Award and Contract:** Contract Purchase Agreement No. **1298435**  
**Effective Date:** 10 days from the Kick-Off Meeting  
**Amount Not to Exceed:** \$440,000.00

Mr. Josephs:

This letter will serve as official notice that **ITB No. 21-101467 for Steel Plates [Three (3) Year Multiyear Contract]** has been awarded to LK Transport Expedited, LLC. 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. **1298435**.

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 throughor 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. Original invoices must be submitted to Accounts Payable (below) with a copy to the department contact submitting the order. Department contact(s) will be provided at the Contract Kick-Off Meeting.

Original invoice(s) to:  
Accounts Payable  
DeKalb County Department of Finance  
1300 Commerce Drive, 3<sup>rd</sup> Floor  
Decatur, GA 30030

Prior to the scheduling of the Contract Kick-off Meeting, the following item(s) must be submitted to Michele Smith, Procurement Agent ([mlsmith1@dekalbcountyga.gov](mailto:mlsmith1@dekalbcountyga.gov)):

- Certificate of Insurance (emailed directly from insurer) per the County's insurance requirements stated on Pages 16-18 of the ITB (with DeKalb County listed as Certificate Holder); and
- Copy of current, valid business license.

Sincerely,

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Michele L. Smith  
Procurement Agent  
Purchasing and Contracting Department

CC/mls

cc: David Hayes, Director, Department of Watershed Management  
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