



Department of Purchasing and Contracting

Via Email

March 18, 2025

Brown Electrical Services, LLC
1897 Godby Road
Atlanta, GA 30349
Attention: Lewis Brown, President
info@brown-electrical.com

Notice of Award and Contract: Contract Purchase Agreement (CPA) No. 2000217

Effective Date: To Be Determined Upon Notice To Proceed

Amount Not to Exceed: \$250,000.00

Mr. Lewis Brown,

This letter will serve as an official notice that **ITB No. 24-101671 Electrical Switchgear Inspection and Repair (Annual Contract with 2 Options to Renew)** has been awarded, in part, to **Brown Electrical Services, 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 (CPA) No. 2000217**.

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



Department of Purchasing and Contracting

Prior to the scheduling of the Contract Kick-Off Meeting, the following item(s) must be submitted to Tiffany Reid, Procurement Agent (tmreid@dekalbcountyga.gov):

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

Sincerely:

Tiffany Reid Digitally signed by Tiffany Reid
Date: 2025.03.18 16:34:34
-04'00'

Tiffany Reid
Procurement Agent – Team A
Department of Purchasing and Contracting

cc: Reginald D. Wells, Director, Department of Watershed Management
Yasah Lavalala, Management Program Analyst, Department of Watershed Management



Department of Purchasing and Contracting

Via Email

March 18, 2025

TRC Engineers, Inc.
4155 Shackleford Road
Norcross, GA 30093
Attention: David S. Glass, CEO
agalley@trccompanies.com

Notice of Award and Contract: Contract Purchase Agreement (CPA) No. 2000218

Effective Date: To Be Determined Upon Notice To Proceed

Amount Not to Exceed: \$1,000,000.00

Mr. David Glass,

This letter will serve as an official notice that **ITB No. 24-101671 Electrical Switchgear Inspection and Repair (Annual Contract with 2 Options to Renew)** has been awarded, in part, to **TRC Engineers, Inc.**

This notice, together with your bid and previous communication, shall constitute our entire agreement and, for identification purposes, has been assigned **Contract Purchase Agreement (CPA) No. 2000218.**

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



Department of Purchasing and Contracting

Prior to the scheduling of the Contract Kick-Off Meeting, the following item(s) must be submitted to Tiffany Reid, Procurement Agent (tmreid@dekalbcountyga.gov):

- LSBE Sub-agreement(s)
- Copy of current, valid business license
- Certificate(s) of Insurance (COI) (to be emailed directly from surety) per the County's insurance requirements stated on pages 15-17 of the ITB

Sincerely:

Tiffany Reid Digitally signed by Tiffany Reid
Date: 2025.03.18 16:36:34
-04'00'

Tiffany Reid
Procurement Agent – Team A
Department of Purchasing and Contracting

cc: Reginald D. Wells, Director, Department of Watershed Management
Yasah Lavalá, Management Program Analyst, Department of Watershed Management