



Department of Purchasing and Contracting

Via Email

March 19, 2025

F.M. Shelton, Inc.
1434 Ralph D. Abernathy Blvd, SW #1
Atlanta, GA 30310
Attention: Fawn Shelton, CEO
fawn@fms Shelton.com

Notice of Award and Contract: Contract Purchase Agreement (CPA) No. 2000222
Effective Date: To Be Determined Upon Notice To Proceed
Amount Not to Exceed: \$150,000.00

Mrs. Fawn Shelton,

This letter will serve as an official notice that **ITB No. 24-101686 Roadway Bulk De-Icing (Three (3) Year Multiyear Contract)** has been awarded to **F.M. Shelton, 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. 2000222.**

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.



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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 16-17 of the ITB

Sincerely:

Tiffany Reid Digitally signed by Tiffany Reid
Date: 2025.03.19 09:01:21
-04'00'

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

cc: Peggy Allen, Director, Department of Roads and Drainage
Michele Smith, Fiscal Officer, Department of Roads and Drainage