



July 9, 2024

Tim Smith, Vice President of Sales
A1 Shredding and Recycling
1791 West Oak Parkway; Suite 2
Marietta, GA 30062

Notice of Award and Contract: 1384094
Effective Date: July 3, 2024, through July 3, 2025
Contract Amount Not to Exceed: \$ 19,000.00

Mr. Smith:

This letter will serve as official notice to you that RFQ No. 24-300226 –Paper Shredding Services has been awarded to you. This notice, together with bid and communication, shall constitute our entire agreement and, for identification purposes, has been assigned Contract Purchase Agreement No. 1384094.

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. User department(s) of the County may utilize this agreement and 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. Main invoices to the department submitting the order. Department contacts will be provided at the notice to proceed meeting.

For additional information please contact Tina Phan at tphan@dekalbcountyga.gov or by phone at 404-294-2708 (Sanitation/Beautification).

Sincerely,

Marcy L. VanKirk

Marcy L. VanKirk
Procurement Technician
Department of Purchasing and Contracting