



## DeKalb County Department of Purchasing and Contracting

Cathryn G. Horner, Chief Procurement Officer

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July 10, 2020

Brian Wetzel  
ADESA Atlanta, LLC.  
5055 Oakley Ind. Blvd.  
Fairburn, GA 30213

Notice of Award and Contract: Contract Purchase Agreement No.: 1218284  
Effective Date: May 10, 2020 through December 31, 2024

Attention: Mr. Wetzel

This letter will serve as official notice to you that the award for ITB No. 19-101145, "Auction Services for Disposal of Surplus Properties (5 Year Multi-Year Contract)" has been approved and awarded to you.

This notice, together with your bid and agreement for professional services, shall constitute our entire agreement and, for identification purposes, has been assigned Contract Purchase Agreement No. 1218284.

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. Using department(s) of the County 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. Mail invoices to DeKalb County Accounting Services Division, 1300 Commerce Drive, Decatur, Georgia 30030.

No work is to begin until the professional services agreement has been signed by all parties.

Sincerely,

Phyllis Head  
Procurement Manager  
Department of Purchasing and Contracting

PH:ts  
cc: Requisition Preparers



