

March 5, 2024

Email: [jwarren@summitltg.com](mailto:jwarren@summitltg.com)

**James Warren Vice President**

Summit Lighting Solutions  
1897 Godby Road  
Atlanta, GA 30349

ATTN: James Warren

**NOTICE OF AWARD**

**ITB No. 23-101576 Light Bulbs, Fixtures, Lamps, and Ballasts (Annual Contract with 2 Options to Renew)**

**Estimated Amount: \$125,000.00**

Dear Mr. Warren:

This confirms that the DeKalb County Board of Commissioners (BOC) at the *February 27, 2024*, meeting acted to approve the contract award for the subject **ITB No. 23-101576 Light Bulbs, Fixtures, Lamps, and Ballasts (Annual Contract with 2 Options to Renew)** *Item Nos.: 1-2, 4-29, 31-33, 35-52*, in accordance with your response to the subject Invitation to Bid (ITB).

A notice to proceed (NTP) meeting will be scheduled for a later date. Please work with Toneya Dawson, Procurement Agent, [tdawson@dekalbcountyga.gov](mailto:tdawson@dekalbcountyga.gov), in providing the necessary documents to complete this transaction and in conjunction with the NTP Meeting. Immediately proceed to acquire (1) the current certificate of insurance (COI), and (2) valid county or city Business License in accordance with the terms of the ITB and County Contract. The above-listed executed contract documents must be completed and returned to Ms. Dawson via email upon your receipt of this Notice of Award.

No work is to begin until you have received the Notice to Proceed (NTP) from the Procurement Manager of DeKalb County. No County department has the authority to authorize you to perform any work until the Notice to Proceed has been issued.

Sincerely,

*Delois Robinson*

Delois Robinson  
Procurement Manager  
Department of Purchasing and Contracting

DR:td *Toneya B. Dawson*