



DeKalb County Department of Purchasing and Contracting

Michelle N. Butler, Procurement Manager

November 27, 2023

Attention: Greg Stone
SP Petroleum Transporters, Inc.
3854 Grant Road
Ellenwood, GA 30294

Notice of Modified Award and Contract: Contract Purchase Agreement No. 1355468
Effective Date: 1 December 2023 through 31 December 2024 **This Contract is Not to Exceed:** \$200,000.00

Attention: Mr. Stone

This will serve as official notice that ITB No. 23-101588, "Maintenance, Cleaning & Inspection of Fuel Tanks Including Removal, Relocation and Installation on an Annual Contract with 2 Options to Renew" has been approved.

This notice, together with your quotation and previous notices, shall constitute our entire agreement and, for identification purposes, has been assigned Contract Purchase Agreement No. 1355468.

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**.

Sincerely,
Phyllis Head

Phyllis A. Head
Procurement Manager
Department of Purchasing and Contracting

PH:ts
cc: Requisition Preparers