

April 24, 2024

Email: emcfarland@sitemed.net

SiteMed North America, LLC
1634 White Circle – Suite 101
Marietta, GA 30066

ATTN: Erin McFarland, Clinical Director

NOTICE OF AWARD

ITB No. 23-101603, Medical Exam Services (Annual Contract with 4 Options to Renew)
Amount Not To Exceed: \$444,845.00

Dear Mr. McFarland:

This confirms that the DeKalb County Board of Commissioners (BOC) at the April 23, 2024, meeting acted to approve the contract award for the subject **ITB No. 23-101603, Medical Exam Services (Annual Contract with 4 Options to Renew)** 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 Monique McCrear, Procurement Technician, drobinson@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. The above listed executed contract documents must be completed and returned to me 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, CPPO
Procurement Manager
Department of Purchasing and Contracting