

**FULTON COUNTY**  
**PURCHASING DEPARTMENT**  
 130 Peachtree St. SW Suite 1168  
 Atlanta, GA 30303-3459  
 Phone # (404) 612-5800

# PURCHASE ORDER

**Invoices must be forwarded to:**

Fulton County General Services Department  
 141 Pryor Street SW  
 Suite G-119  
 Atlanta, GA 30303

**To:**

ED CASTRO LANDSCAPE, INC  
 1125 Old Ellis Road  
  
 Roswell, GA 30076  
**Contact:** NOT GIVEN

**Purchase Order Number:**

PO 520 22CASTROEMER134C-MH

**Purchase Order Date:**

03/18/22

**Delivery Date:**
**Ship To Address:**

General Services Department  
 79 Milton Avenue  
 Administrative Office  
 Atlanta, GA 30315

**F.O.B.:**
**Vendor No.:** FDCA670902-A

**Special Instructions:**


BOC#20-0738

BOC Date: 10/21/20

Line	Commodity Code / Description	Quantity	Unit(s)	Unit Price	Total Amount
1	98852 Landscaping (Including Design, Fertilizing, Planting) Furnish all materials, labor, and equipment necessary to provide on-site general landscaping, maintenance and lawn care services for 57 County-owned sites to include but is not limited to, maintenance of ground covers, annuals, perennials, shrubs, trees, fertilizers, herbicides, pesticides, watering, pruning, weeding, deadheading, replacement planting and mulch depth from two (2) inches to three (3) inches, in the amount of \$137,375.00. Effective dates: March 15, 2022 through June 30, 2022. ITB #18ITB116051C-GS	0.00		\$ 0.00	\$137,375.00
2	98852 Landscaping (Including Design, Fertilizing, Planting) Furnish all materials, labor, and equipment necessary to provide landscape maintenance services for Fulton County Executive Airport Charlie Brown Field to include but is not limited to, surface Street ROW Mowing, Curbside Maintenance and Edging, Curbside-Side Drop Inlets, Fertilization and Weed Control, Shrub and Tree Maintenance, Islands and Road Median, Pine Straw and Mulch, and Trash and Debris Removal, in the amount of \$12,575.50. Effective dates: March 15, 2022 through June 30, 2022. Bid# 19ITB120391A-FB	0.00		\$ 0.00	\$12,575.50
3	98852 Landscaping (Including Design, Fertilizing, Planting) Furnish all materials, labor, and equipment necessary to provide landscaping services for Customer Service Center located at 11575 Maxwell Road to include lawns, plants, and shrubs pine straw, in the amount of \$7,113.75. Effective dates: March 15, 2022 through June 30, 2022. Bid# 19ITB090519A-CJC	0.00		\$ 0.00	\$7,113.75
4	98852 Landscaping (Including Design, Fertilizing, Planting) Furnish all materials, labor, and equipment necessary to provide landscaping services for Customer Service Center located at 11575 Maxwell Road to include lawns, plants, and shrubs pine straw, in the amount of \$7,113.75. Effective dates: March 15, 2022 through June 30, 2022. Bid# 19ITB090519A-CJC	0.00		\$ 0.00	\$7,113.75

DEVIATION FROM PRICES STATED IS NOT PERMITTED WITHOUT A SIGNED CORRECTED PURCHASE ORDER

**NOTE: NOT VALID ORDER WITHOUT ACCEPTANCE OF TERMS AND CONDITIONS ON LAST PAGE.**

Purchasing Agent	Refer Question To:	Purchase Order Total
SIGNATURE DocuSigned by:  E4F13A8BBB2D4A2...	<b>Buyer:</b> MARK HAWKS <b>Phone #:</b> 404-612-5812	\$164,178.00

**VENDOR COPY**

**FULTON COUNTY****PURCHASE ORDER**

PURCHASING DEPARTMENT  
130 Peachtree St. SW Suite 1167  
Atlanta, GA 30303-3459  
Phone # (404) 612-5800

<b>Purchase Order Number:</b>
PO 520 22CASTROEMER134C-MH
<b>Purchase Order Date:</b>
03/18/22
<b>Delivery Date:</b>
<b>Vendor No.:</b>
FDCA670902-A

## FULTON COUNTY PURCHASING DEPARTMENT "INSTRUCTIONS AND CONDITIONS"

Vendor shall submit monthly invoices for work performed during the previous calendar month, in a form acceptable to the County and accompanied by all support documentation requested by the County, for payment and for services that were completed. The County shall review invoices for approval. The County shall have the right not to pay any invoice or part thereof if not properly supported, or if the costs are not in accordance to the accepted quote/Bid/Proposal or as determined by the County, or are in excess of the actual stage of completion.

**Submittal of Invoices:** Invoices shall be submitted as follows:

**Via Mail:****OR****Via Email:**Email: [Accounts.Payable@fultoncountyga.gov](mailto:Accounts.Payable@fultoncountyga.gov)

Fulton County Government  
141 Pryor Street, SW  
Suite 7001  
Atlanta, Georgia 30303  
Attn: Finance Department – Accounts Payable

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
  - a. Vendor Name
  - b. Vendor Address
  - c. Vendor Code
  - d. Vendor Contact Information (i.e. phone, fax, email, contact person name)
  - e. Remittance Address
- 2) Invoice Details
  - a. Invoice Date
  - b. Invoice Number (uniquely numbered, no)
  - c. Purchase Order Reference Number
  - d. Date(s) of Services Performed
  - e. Itemization of Services Provided/Commodity
- 3) Fulton County Department Information (needed for invoice)
  - a. Department Name
  - b. Department Representative Name
- 4) Cash discounts must be specified on the invoice

**Time of Payment:** The County shall make payments within thirty (30) days after receipt of a proper invoice.

This Purchase Order, together with the Vendor's written Quote/Bid/Proposal, form a binding agreement based upon the agreed terms between the parties.

The Purchasing Department is the only authority for transactions under this order. The Vendor is cautioned not to accept contrary instructions or conditions from any source other than the Purchasing Department Representative. Should the vendor receive, from any source, contrary instructions or conditions, the Purchasing Department Representative should be notified immediately.

Any changes or modifications to the underlying transaction shall not become effective or binding unless authorized in writing by the Purchasing Agent.

The County is exempt from Georgia State Tax and Federal Excise Tax (#58-6001729). Exemption Certificates will be issued upon request from the Purchasing Department.