



The City of  
**OKLAHOMA CITY**  
DEPARTMENT OF FINANCE

Renewal No. 2

April 8, 2025

Atlantic Fabrication and Design LLC  
4301 SW 44th Street  
Oklahoma City, OK 73119

Dear Vendor:

The Contracting Entity and the contracting vendor have the option of renewing Contract/Pricing Agreement No. **C246028 for HVAC Units, Parts, and Supplies** for the term **7/1/2025 through 6/30/2026** under the same terms, conditions and provisions as originally awarded, including price(s).

Please indicate your concurrence or non-concurrence by completing the below listed information, including signature and return to me by **April 22, 2025**. If the individual signing below is not the owner or an officer of the business or corporation, a letter of authorization should also be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.

**YOUR CONCURRENCE DOES NOT GUARANTEE RENEWAL.** Should the Contracting Entity decide not to renew the above contract, you will be notified in writing or electronically. **This form may be mailed, faxed, emailed, scanned, or otherwise electronically submitted for contract/pricing agreement renewal.**

If you have any questions, please contact me at (405) 297-3995, Fax (405) 297-2142 or Email: [monica.hardesty@okc.gov](mailto:monica.hardesty@okc.gov).

Thank you,

*Monica Hardesty*

Monica Hardesty, Senior Buyer  
Procurement Services

X \_\_\_\_\_ **Yes, I would like to renew  
per the above mentioned.**  
\_\_\_\_\_ **No, I do not wish to renew.**

**[INTERNAL USE ONLY]**

\_\_\_\_\_ **The Contracting Entity  
chooses not to renew the  
above contract/pricing  
agreement.**

Mark Williams

\_\_\_\_\_  
**PRINTED NAME**  
Project Manager

\_\_\_\_\_  
**TITLE**  
*Mark Williams*

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**  
Atlantic Fabrication and Design, LLC

\_\_\_\_\_  
**COMPANY NAME**  
4301 SW 44th street

\_\_\_\_\_  
**STREET ADDRESS**  
Oklahoma City OK 73119

\_\_\_\_\_  
**CITY, STATE AND ZIP CODE**  
(405)619-7607

\_\_\_\_\_  
**BUSINESS TELEPHONE**  
mark@afd-okc.com

\_\_\_\_\_  
**CONTACT E-MAIL**

**APPROVED**  
5/20/2025

BY THE CITY COUNCIL  
*Arny M. Simpson* CITY CLERK

# LETTER OF AUTHORIZATION

THIS LETTER OF AUTHORIZATION MUST BE COMPLETED IF THE ATTACHED  
LEGALLY BINDING DOCUMENT WAS NOT SIGNED BY THE STATUTORILY  
AUTHORIZED OFFICER ON BEHALF OF THE CONTRACTING ENTITY.

City of Oklahoma City or related Public Trust:

This letter authorizes Mark Williams to  
(PRINTED NAME OF AUTHORIZED AGENT)

sign the attached legally binding document on behalf of Atlantic Fabrication and design, LLC  
(CONTRACTING ENTITY)

Sincerely,



Signature of Authorizing Officer

Owner

Printed Title

4/8/2025

Date

Paul Stitt

Printed Name of Authorizing Officer

pauls@afd-okc.com

Email Address of Authorizing Officer

**NOTE: If the Contracting Entity is a(n):**

<b>Corporation</b>	The authorizing officer <b><u>must</u></b> be: <b>President, Vice-President, Chairperson, or Vice-Chairperson</b>
<b>LLC</b>	The authorizing officer <b><u>must</u></b> be: <b>Manager, Managing Member, President, or Vice-President</b>
<b>Partnership</b>	The authorizing officer <b><u>must</u></b> be: <b>General Partner</b>
<b>Joint Venture</b>	The authorizing officer <b><u>must</u></b> be: <b>An Authorized Officer of Each of the Ventures</b>



The City of  
**OKLAHOMA CITY**  
DEPARTMENT OF FINANCE

Renewal No. 2

April 8, 2025

Johnstone Supply of Oklahoma City Inc  
PO Box 82129  
Oklahoma City, OK 73148

Dear Vendor:

**APPROVED**

5/20/2025

BY THE CITY COUNCIL  
*Amy K. Simpson* CITY CLERK

The Contracting Entity and the contracting vendor have the option of renewing Contract/Pricing Agreement No. **C246029 for HVAC Units, Parts, and Supplies** for the term **7/1/2025 through 6/30/2026** under the same terms, conditions and provisions as originally awarded, including price(s).

Please indicate your concurrence or non-concurrence by completing the below listed information, including signature and return to me by **April 22, 2025**. If the individual signing below is not the owner or an officer of the business or corporation, a letter of authorization should also be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.

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If you have any questions, please contact me at (405) 297-3995, Fax (405) 297-2142 or Email: [monica.hardesty@okc.gov](mailto:monica.hardesty@okc.gov).

Thank you,

*Monica Hardesty*

Monica Hardesty, Senior Buyer  
Procurement Services

☒ Yes, I would like to renew  
per the above mentioned.  
☐ No, I do not wish to renew.

[INTERNAL USE ONLY]

☐ The Contracting Entity  
chooses not to renew the  
above contract/pricing  
agreement.

*Lee Ketner*  
\_\_\_\_\_  
PRINTED NAME  
*President / Owner*  
\_\_\_\_\_  
TITLE  
*Lee Ketner*  
\_\_\_\_\_  
AUTHORIZED SIGNATURE  
*Johnstone Supply of OKC*  
\_\_\_\_\_  
COMPANY NAME  
*2120 SW 15th St*  
\_\_\_\_\_  
STREET ADDRESS  
*Oklahoma City, OK 73108*  
\_\_\_\_\_  
CITY, STATE AND ZIP CODE  
*405-232-8576*  
\_\_\_\_\_  
BUSINESS TELEPHONE  
*lee.ketner@johnstone supply.com*  
\_\_\_\_\_  
CONTACT E-MAIL  
*Keith.freeman@johnstone supply.com*