

From: Rose Stewart <rose.stewart@collegeparkga.com>
Subject: Re: RSW Services (Rex Willis): Approved Vendor for Minor Repairs - Under \$10,000
To: Melanie Stephens; Department Heads
Cc: [REDACTED] Privacy Information; Subretha Beasley; Lisa Swann; Jewel Dunlap; Paulette Payne; Wanda Anderson; Theresia Huggins; Melissa D. Denham; Joanne Young; Queenie Brown; Erin Jackson; Sabrina Walters; Jerry Silver; Raymond Cotton; LaDonna Ferguson
Sent: March 12, 2025 11:58 AM (UTC-04:00)

Thanks Melanie



Rose Stewart
Director of Human Resources and Risk Management
City of College Park
Office of Human Resources & Risk Management
3667 Main Street, College Park, Georgia 30337
404.767.1537, Ext1400
• rose.stewart@collegeparkga.com
www.collegeparkga.com
f i y
**THE "HEALTH" OF OUR COMMUNITY ENSURES THE
LONGEVITY OF OUR COMMUNITY.**

From: Melanie Stephens <melanie.stephens@collegeparkga.com>
Sent: Tuesday, March 11, 2025 1:52 PM
To: Department Heads <DepartmentHeads@collegeparkga.com>
Cc: [REDACTED] Privacy Information - O.C.G.A.; Subretha Beasley <sbeasley@collegeparkga.com>; Lisa Swann <lswann@collegeparkga.com>; Jewel Dunlap <jdunlap@collegeparkga.com>; Paulette Payne <ppayne@collegeparkga.com>; Wanda Anderson <wanderson@gicc.com>; Theresia Huggins <thuggins@collegeparkga.com>; Melissa D. Denham <mdenham@collegeparkga.gov>; Joanne Young <jyoung@collegeparkga.com>; Queenie Brown <qbrown@collegeparkga.com>; Erin Jackson <Erin.Jackson@collegeparkga.com>; Sabrina Walters <SWalters@collegeparkga.com>; Jerry Silver <Jerry.Silver@collegeparkga.com>; Raymond Cotton <rcotton@collegeparkga.com>; LaDonna Ferguson <LaDonna.Ferguson@collegeparkga.com>
Subject: RSW Services (Rex Willis): Approved Vendor for Minor Repairs - Under \$10,000

Good afternoon, Team.

Per Dr. Adediran's discussion during last week's team leader meeting.

RSW Services, Inc. (Rex Willis) has been approved as the City vendor for any repairs/services that are under \$10,000. Any calls made between 9:00am – 4:00pm will be returned on the same day. For emergencies, you can call at any time.

The contact information for Rex Willis is as follows:

RSW Services
Vendor #4409
1927 John Calvin Avenue
College Park, GA 30337

Contact Person: Rex Willis
Contact Telephone: [REDACTED] Privacy
Contact Email: [REDACTED] Privacy Information -

As a reminder:

For items \$10,000 and over – You will need to provide 3 vendor quotes, and the item will need council approval.

If you have any questions, please reach out to Dr. Adediran.

Enjoy the rest of your day.



- H HOSPITALITY
- E EQUITY & INCLUSION
- A ADVANCEMENT
- L LEADERSHIP
- T TRANSPARENCY & PROFESSIONALISM
- H HARMONY

Melanie Stephens

Executive Assistant

City of College Park · Office of the City Manager

3667 Main Street, College Park, Georgia 30337

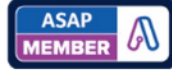
404-669-3756 or Ext. 1002 · Melanie.Stephens@collegeparkga.com

www.collegeparkga.com

[Connect With College Park](#)



THE "HEALTH" OF OUR COMMUNITY, ENSURES THE LONGEVITY OF OUR COMMUNITY.









ASAP

MEMBER





H

HOSPITALITY

E

**EQUITY &
INCLUSION**

A

ADVANCEMENT

L

LEADERSHIP

T

**TRANSPARENCY &
PROFESSIONALISM**

H

HARMONY



H

HOSPITALITY

E

**EQUITY &
INCLUSION**

A

ADVANCEMENT

L

LEADERSHIP

T

**TRANSPARENCY &
PROFESSIONALISM**

H

HARMONY







Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
Privacy Information - O.C.G.A. 50-18-72(a)(20) (A)	Records that reveal an individual's social security number, mother's birth name, credit card information, debit card information, bank account information, account number, utility account number, password used to access his or her account, financial data or information, insurance or medical information in all records, unlisted telephone number if so designated in a public record, personal e-mail address or cellular telephone number, day and month of birth, and information regarding public utility, television, Internet, or telephone accounts held by private customers, provided that on itemized bills showing amounts owed and amounts paid shall be available. Items exempted by this subparagraph shall be redacted prior to disclosure of any record requested pursuant to this article; provided, however, that such information shall not be redacted from such records if the person or entity requesting such records requests such information in a writing signed under oath by such person or a person legally authorized to represent such entity which states that such person or entity is gathering information as a representative of a news media organization for use in connection with news gathering and reporting; and provided, further, that such access shall be limited to social security numbers and day and month of birth; and provided, further, that the news media organization exception in this subparagraph shall not apply to paragraph (21) of this subsection.	1