



April 26, 2022

VIA EMAIL

[zach@dougleasequipment.us](mailto:zach@dougleasequipment.us)

Douglas Equipment  
301 North Street  
Bluefield, WV 24701  
ATTN: Zachary Nieto, Bid Specialist

**Reference:** Bid No. 20-27, School Nutrition Large Equipment – Renewal of Award

Dear Mr. Nieto:

As a result of the excellent service provided by Douglas Equipment, DeKalb County School District (“DCSD”) desires to renew the award of the items listed below on Bid No. 20-27, School Nutrition Large Equipment for one (1) year on the same terms and conditions for the items listed below. The purpose of this letter is to obtain Douglas Equipment’s acceptance of DCSD’s offer to renew the award of Bid No. 20-27, School Nutrition Large Equipment.

**Item No.:** 1-15, 18-30, 33- 35, 36A, 36B, 37A, 37B, 38A, 38B, 39, 40A, 40B, 41-44, 46-48, 63-65 only.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from August 1, 2022 through July 31, 2023. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Douglas Equipment’s consideration of this offer to renew the award of Bid No. 20-27.

If accepted, please submit a copy of your company’s proof of insurance reflecting the coverage(s) stated within the original solicitation document, sign the acceptance below and email both documents to [Phyllis\\_d\\_jones@dekalbschoolsga.org](mailto:Phyllis_d_jones@dekalbschoolsga.org) no later than May 3, 2022. Insurance policy or policies must be maintained throughout the term of this agreement. A copy of the insurance requirements is included. Feel free to also fax the acceptance and your proof of insurance to Ms. Jones at 678-676-0170.

Best regards,

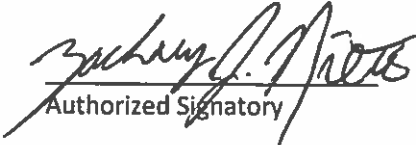
*Carla L. Smith*

Carla L. Smith  
Vendor Services Executive Director  
CLS/lw  
c: Dr. Connie Walker  
Ms. Janet Stone  
Ms. Kehinde Bodunrin

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**ACKNOWLEDGMENT**

Douglas Equipment hereby accepts DeKalb County School District's offer to renew the award of Bid No. 20-27 School Nutrition Large Equipment to include the additional award items until July 31, 2023. Douglas Equipment understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

  
Authorized Signatory

5/3/22  
Date

Zachary Nieto  
Name (Typed or Printed)

Project Manager  
Title of Authorized Signatory