



Finance

May 31, 2022

VIA EMAIL

MSC Industrial Supply Co.
8601 Dunwoody Place Suite 610
Sandy Springs, GA 30350
ATTN: Scott McCamant, State Account Manager

Reference: Bid No. 19-465, Catalog Discount – HVAC Supplies, Parts and Equipment

Dear Mr. McCamant:

As a result of the excellent service provided by MSC Industrial Supply Co., the DeKalb County School District (“DCSD”) desires to renew the award of Bid No. 19-465, Catalog Discount – HVAC Supplies, Parts and Equipment for one (1) year on the same terms, conditions and pricing as stated in the bid/RFP. The purpose of this letter is to obtain MSC Industrial Supply Co.’s acceptance of DCSD’s offer to renew the award of Bid No. 19-465, Catalog Discount – HVAC Supplies, Parts and Equipment.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from October 1, 2022 through September 30, 2023. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates MSC Industrial Supply Co.’s consideration of this offer to renew the award of Bid No. 19-465, Catalog Discount – HVAC Supplies, Parts and Equipment.

As outlined in the bid specifications, you are required to send three (3) published catalogs, CD or website identification to the Facilities Maintenance Department. Your catalog(s) must be addressed as follows:

ATTENTION: Procurement Specialist – Facilities Management, Sam A. Moss Service Center
1780 Montreal Road, Tucker, Georgia 30084

If you provide paper catalogs, each catalog must have a brightly colored 3” x 5” (or larger) label affixed to the outside front cover. Your front cover label must adhere to the following format:

DeKalb County School District
Bid No. 19-465, Catalog Discount – HVAC Supplies, Parts and Equipment \_\_\_\_\_% DISCOUNT
Valid through September 30, 2023 only.
Quotation Number \_\_\_\_\_
Exclusions Are: \_\_\_\_\_
Company Name \_\_\_\_\_
Company Address \_\_\_\_\_
Company Representative \_\_\_\_\_
E-Mail \_\_\_\_\_
Company Webpage URL \_\_\_\_\_

Your label must be submitted via fax to 678-676-0170 or email to [phyllis\\_d\\_jones@dekalbschoolsga.org](mailto:phyllis_d_jones@dekalbschoolsga.org) for approval prior to catalog mailing.

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 Monday, June 6, 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  
Executive Director, Vendor Services

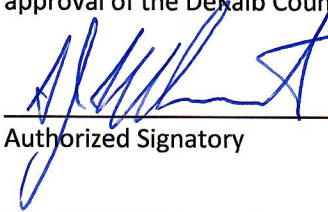
c: Mr. Richard Boyd  
Mr. Bobby Moncrief

CLS/lw

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**ACKNOWLEDGMENT**

MSC Industrial Supply Co. hereby accepts DeKalb County School District's offer to renew the award of Bid No. 19-465, Catalog Discount – HVAC Supplies, Parts and Equipment at the same prices, terms and conditions as the original award, until September 30, 2023. MSC Industrial Supply Co. understands that this acceptance is subject to the approval of the DeKalb County Board of Education.



Authorized Signatory

**Scott McCamant**  
Name (Typed or Printed)

**May 31, 2022**

Date

**State Account Manager**  
Title of Authorized Signatory