



July 1, 2022

VIA EMAIL

School Specialty, Inc.
W6316 Design Drive
Greenville, WI 54942
ATTN: Amy Fuss, Assistant Secretary

Reference: Bid No. 19-469, Catalog Discount – Glazing Supplies, Parts and Equipment

Dear Ms. Fuss:

As a result of the excellent service provided by School Specialty, Inc., the DeKalb County School District (“DCSD”) desires to renew the award of Bid No. 19-469, Catalog Discount - Glazing Supplies, Parts and Equipment for one (1) year on the same terms, conditions and pricing as stated in the bid. The purpose of this letter is to obtain School Specialty, Inc.’s acceptance of DCSD’s offer to renew the award of Bid No. 19-469, Catalog Discount - Glazing Supplies, Parts and Equipment.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from November 1, 2022 through October 31, 2023. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates School Specialty, Inc.’s consideration of this offer to renew the award of Bid No. 19-469, Catalog Discount – Glazing 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. 19-469, Catalog Discount – Glazing Supplies, Parts and Equipment \_\_\_\_\_% DISCOUNT
Valid through October 31, 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 Friday, July 8, 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  
Purchasing Manager

c: Mr. Richard Boyd  
Mr. Bobby Moncrief

CLS/lw

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#### ACKNOWLEDGMENT

School Specialty, Inc. hereby accepts DeKalb County School District's offer to renew the award of Bid No. 19-469, Catalog Discount – Glazing Supplies, Parts and Equipment at the same prices, terms and conditions as the original award, until October 31, 2023. School Specialty, Inc. understands that this acceptance is subject to the approval of the DeKalb County Board of Education.



Authorized Signatory

07/06/2022

Date

Sarah Peterson

Name (Typed or Printed)

Assistant Secretary

Title of Authorized Signatory