



July 15, 2022

VIA EMAIL

Amitrace Computer Systems
1110 Satellite Boulevard NW Suite 104
Suwanne, GA 30024
ATTN: Faraz Ahmed, President

Reference: Bid No. 20-519, Catalog Discount – Career Technical & Agricultural Materials, Supplies and Equipment

Dear Mr. Ahmed:

As a result of the excellent service provided by Amitrace Computer Systems, the DeKalb County School District (“DCSD”) desires to renew the award of Bid No. 20-519, Catalog Discount – Career Technical & Agricultural Materials, Supplies 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 Amitrace Computer Systems’ acceptance of DCSD’s offer to renew the award of Bid No. 20-519, Catalog Discount – Career Technical & Agricultural Materials, Supplies and Equipment.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from January 13, 2023 through January 12, 2024. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Amitrace Computer Systems’ consideration of this offer to renew the award of Bid No. 20-519, Catalog Discount – Career Technical & Agricultural Materials, Supplies 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: DeKalb County School District – Career Technology & Agricultural Education Department
1701 Mountain Industrial Blvd, Stone Mountain, GA 30083

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. 20-519, Catalog Discount – Career Technical & Agricultural Materials, Supplies and Equipment 8 % DISCOUNT
Valid through January 12, 2024 only.
Quotation Number DCSD\_2020
Exclusions Are: Ross Products, Pro Cyc, Manfrotto and custom or special order products
Company Name Amitrace Computer Systems
Company Address 1110 Sattelite Blvd. NW Suite 304, Suwanee, GA 30024
Company Representative Faraz Ahmed
E-Mail faraz@amitrace.com
Company Webpage URL www.amitrace.com

Your label must be submitted via email to 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 22, 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

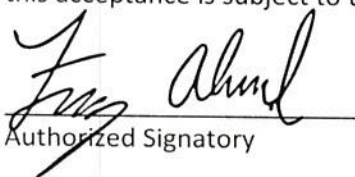
Enclosure: 1 – Insurance Requirements

c: Dr. Paul Cammick  
CLS/lw

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**ACKNOWLEDGMENT**

Amitrace Computer Systems hereby accepts DeKalb County School District's offer to renew the award of Bid No. 20-519, Catalog Discount – Career Technical & Agricultural Materials, Supplies and Equipment at the same prices, terms and conditions as the original award, until January 12, 2024. Amitrace Computer Systems understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

  
Authorized Signatory

Faraz Ahmed  
Name (Typed or Printed)

7/21/22  
Date

President  
Title of Authorized Signatory





AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**

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AGENCY The Whitlock Group, Inc.		NAMED INSURED AMITRACE COMPUTER SYSTEMS, INC DBA AMITRACE	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS****THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

\*Blanket Additional Insured status for General Liability is provided to any person or organization in primary and non-contributory basis as required by written contract with the named insured, but only with respect to liability for bodily injury, property damage or personal and advertising injury caused, in whole or in part, by the named insured's acts or omissions in the performance of on gong operations and only with respect to liability for bodily injury or property damage caused, in whole or in part, by the named insured's worked performed for that additional insured.

\*Blanket Additional Insured status for Automobile Liability is provided to any person or organization in primary and non-contributory basis as required by written contract with the named insured, but only with respect to liability for bodily injury or property damage caused, in whole or in part, by the named insured's ownership, maintenance or use of a covered auto.

\*Blanket Additional Insured status for Umbrella/Excess liability is provided to any additional insured under any policy of underlying insurance. General Liability, Automobile Liability and Employer's Liability are underlying insurance of this Umbrella/Excess Liability policy

\*Blanket Waiver of Subrogation in favor of the additional insured applies to all coverages as required by a Written Contract with the Named Insured.

\*Third-party 30-day notice of cancellation/non-renewal will be mailed to the Certificate Holder if required.

\*This certificate of insurance is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage, terms exclusions and conditions afforded by the policies referenced herein.\*