



Finance

July 15, 2022

VIA EMAIL

School Outfitters
3736 Regent Ave
Cincinnati, OH 45212
ATTN: Patsy Simmons, Sales Manager

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

Dear Ms. Simmons:

As a result of the excellent service provided by School Outfitters, 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 School Outfitters' 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 School Outfitters' 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 _____% DISCOUNT
Valid through January 12, 2024 only.
Quotation Number _____
Exclusions Are: _____
Company Name _____
Company Address _____
Company Representative _____
E-Mail _____
Company Webpage URL _____

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 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

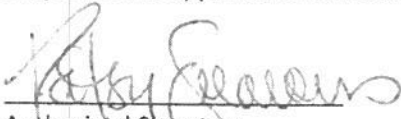
Carla L. Smith
Executive Director, Vendor Services

Enclosure: 1 – Insurance Requirements

c: Dr. Paul Cammick
CLS/lw

ACKNOWLEDGMENT

School Outfitters 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. School Outfitters understands that this acceptance is subject to the approval of the DeKalb County Board of Education.


Authorized Signatory

Patsy Simmons
Name (Typed or Printed)

7/19/2022
Date

Sales Manager
Title of Authorized Signatory

