



July 15, 2022

VIA EMAIL

Pitsco Education
PO Box 1708
Pittsburg, KS 66762
ATTN: Angela Watson, Bid Clerk

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

Dear Ms. Watson:

As a result of the excellent service provided by Pitsco Education, 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 Pitsco Education’s 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 Pitsco Education’s 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](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**

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

*Angela Watson*  
Authorized Signatory

July 21, 2022  
Date

Angela Watson  
Name (Typed or Printed)

Bid Coordinator  
Title of Authorized Signatory

