



December 2, 2022

REVISED

VIA EMAIL

Mechanical Services, Inc.  
464 Porsche Avenue  
Hapeville, GA 30354  
ATTN: Ben Ralston, Vice President

Reference: ITB 21-752-011 HVAC Maintenance and Repair Services

Dear Mr. Ralston:

As a result of the excellent service provided by Mechanical Services, Inc., the DeKalb County School District ("DCSD") desires to renew the award of ITB 21-752-011 HVAC Maintenance and Repair Services for one (1) year on the same terms, conditions and pricing as set forth in the License and Services Agreement between DCSD and Mechanical Services, Inc. dated March 12, 2021. The purpose of this letter is to obtain Mechanical Services, Inc.'s acceptance of DCSD's offer to renew the License and Services Agreement.

The renewal is subject to the DeKalb County Board of Education's ("Board") approval and will be effective from March 12, 2023 through March 11, 2024. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Mechanical Services, Inc.'s consideration of this offer to renew the award of ITB 21-752-011.

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 [solicitationquestions@dekalbschoolsga.org](mailto:solicitationquestions@dekalbschoolsga.org) no later than Monday, December 5, 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 678-676-0170.

Best regards,

*Carla L. Smith*

Carla L. Smith  
Executive Director, Vendor Services

CLS/lw

c: Mr. Richard Boyd  
Mr. Bobby Moncrief

**ACKNOWLEDGMENT**

Mechanical Services, Inc. hereby accepts DeKalb County School District's offer to renew the award of ITB 21-752-011, HVAC Maintenance and Repair Services as set forth in the License and Services Agreement, until March 11, 2024. Mechanical Services, Inc. understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

*Ben Ralston*  
Authorized Signatory

Ben Ralston  
Name (Typed or Printed)

12/2/2022  
Date

Vice President  
Title of Authorized Signatory