



October 7, 2022

VIA EMAIL

Manning Brothers Food Equipment
210 Sandy Creek Rd.
Athens, GA 30607
ATTN: Donna Smallwood, Sales Rep

Reference: Bid No. 20-26, School Nutrition Small Wares Equipment

Dear Ms. Smallwood:

As a result of the excellent service provided by Manning Brothers Food Equipment, the DeKalb County School District ("DCSD") desires to renew the award of Bid No. 20-26, School Nutrition Small Wares 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 Manning Brothers Food Equipment's acceptance of DCSD's offer to renew the award of Bid No. 20-26.

The renewal is subject to the DeKalb County Board of Education's ("Board") approval and will be effective from July 1, 2023 through June 30, 2024. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Manning Brothers Food Equipment's consideration of this offer to renew the award of Bid No. 20-26.

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, October 14, 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
CLS/lw
c: Dr. Connie Walker
Ms. Janet Stone

ACKNOWLEDGMENT

Manning Brothers Food Equipment hereby accepts DeKalb County School District's offer to renew the award of Bid No. 20-26, School Nutrition Small Wares Equipment at the same prices, terms and conditions as the original award, until June 30, 2024. Manning Brothers Food Equipment understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

Donna Smallwood
Authorized Signatory

10/24/22
Date

Donna Smallwood
Name (Typed or Printed)

Sales Representative
Title of Authorized Signatory