



May 15, 2023

VIA EMAIL

[contractteam@sunbeltrentals.com](mailto:contractteam@sunbeltrentals.com)

Sunbelt Rentals, Inc.  
2341 Deerfield Drive  
Fort Mill, SC 29715  
ATTN: Nicole Jones, Contract Manager

**Reference:** Bid No. 23-417, Portable Air Condition (A/C) Units

Dear Ms. Jones:

As a result of the excellent service provided by Sunbelt Rentals, Inc., the DeKalb County School District (“DCSD”) desires to renew the award of Bid No. 23-417, Portable Air Condition (A/C) Units for one (1) year on the same terms, conditions and pricing as stated in the bid. The purpose of this letter is to obtain Sunbelt Rentals, Inc.’s acceptance of DCSD’s offer to renew the award of Bid No. 23-417.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from September 12, 2023 through September 11, 2024. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Sunbelt Rentals, Inc.’s consideration of this offer to renew the award of Bid No. 23-417.

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 [lakesia\\_watkins@dekalbschoolsga.org](mailto:lakesia_watkins@dekalbschoolsga.org) no later than Monday, May 22, 2023. Insurance policy or policies must be maintained throughout the term of this agreement. A copy of the insurance requirements is included.

Best regards,

*Carla L. Smith*

Carla L. Smith  
Executive Director, Vendor Services

CLS/lw

c: Mr. Erick Hofstetter  
Mr. Bobby Moncrief

**ACKNOWLEDGMENT**

Sunbelt Rentals, Inc. hereby accepts DeKalb County School District’s offer to renew the award of Bid No. 23-417, Portable Air Condition (A/C) Units, at the same prices, terms and conditions as the original award, until September 11, 2024. Sunbelt Rentals, Inc. understands this acceptance is subject to the approval of the DeKalb County Board of Education.

\_\_\_\_\_  
Authorized Signatory

Nicole Jones  
Name (Typed or Printed)

May 16, 2023

\_\_\_\_\_  
Date

Contract Manager

\_\_\_\_\_  
Title of Authorized Signatory