



September 28, 2023

VIA EMAIL: [chad.cannon@sepapergroup.com](mailto:chad.cannon@sepapergroup.com)

Southeastern Paper Group  
2400 Sullivan Rd  
Atlanta, GA 30337

ATTN: Chad Cannon, Account Rep.

**Reference:** Bid No. 22-497, Custodial Supplies

Dear Mr. Cannon:

As a result of the excellent service provided by Southeastern Paper Group, the DeKalb County School District (“DCSD”) desires to renew the award of the items listed below on Bid No. 22-497, Custodial Supplies for one (1) year on the same terms, conditions and pricing as stated in the bid on the items listed below. The purpose of this letter is to obtain Southeastern Paper Group’s acceptance of DCSD’s offer to renew the award of Bid No. 22-497.

**Primary Award Item No.:** Group 8 - #1 only; Group 11 - #3 & #4 only.

**Secondary Award Item No.:** Group 11 - #1 & #2 only.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from March 13, 2024, through March 13, 2025. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Southeastern Paper Group’s consideration of this offer to renew the award of Bid No. 22-497.

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 Thursday, October 5, 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/smg

c: Mr. Keith Singleton  
Mr. Kelvin Thornton

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**ACKNOWLEDGMENT**

Southeastern Paper Group hereby accepts DeKalb County School District’s offer to renew the award of Bid No. 22-497 Custodial Supplies at the same prices, terms, and conditions as the original award, until March 13, 2025. Southeastern Paper Group understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

*Ben Westmoreland*  
Authorized Signatory

Ben Westmoreland  
Name (Typed or Printed)

10/01/2023  
Date

General Manager Georgia  
Title of Authorized Signatory