



November 30, 2023

VIA EMAIL: [athenatillman@brookwoodfarms.com](mailto:athenatillman@brookwoodfarms.com) [ashleywood@brookwoodfarms.com](mailto:ashleywood@brookwoodfarms.com)  
[gibbrooks@brookwoodfarms.com](mailto:gibbrooks@brookwoodfarms.com)

Brookwood Farms, Inc.  
1015 Alston Bridge Road  
Siler City, NC 27344  
ATTN: Athena Tillman, Bid Coordinator

Reference: Bid No. 22-18, USDA Product Processing

Dear Ms. Tillman:

As a result of the excellent service provided by Brookwood Farms, Inc., the DeKalb County School District (“DCSD”) desires to renew the award of the items listed below on Bid No. 22-18 USDA Product Processing 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 Brookwood Farms, Inc.’s acceptance of DCSD’s offer to renew the award of Bid No. 22-18.

Item No.: 24 only

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from July 1, 2024, through June 30, 2025. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Brookwood Farms, Inc.’s consideration of this offer to renew the award of Bid No. 22-18.

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 Thursday, December 7, 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: Dr. Connie Walker  
Ms. Teresa Adams

**ACKNOWLEDGMENT**

Brookwood Farms, Inc. hereby accepts DeKalb County School District’s offer to renew the award of Bid No. 22-18, USDA Product Processing at the same prices, terms, and conditions as the original award, until June 30, 2025. Brookwood Farms, Inc. understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

*Athena Tillman*  
\_\_\_\_\_  
Authorized Signatory  
  
Athena Tillman  
\_\_\_\_\_  
Name (Typed or Printed)

12/1/23  
\_\_\_\_\_  
Date  
  
Bid Coordinator  
\_\_\_\_\_  
Title of Authorized Signatory