



December 11, 2024

**Revised**

VIA EMAIL [ntoth@maxairinc.com](mailto:ntoth@maxairinc.com) [mistyblair@maxairmech.com](mailto:mistyblair@maxairmech.com) [marianneshepherd@maxairmech.com](mailto:marianneshepherd@maxairmech.com)

MAXAIR Mechanical  
814 Livingston Court  
Marietta, GA 30067  
ATTN: Jonathan Sterling, President

**Reference:** ITB No. 20-752-037, Plumbing Contract Services – Renewal Request

Dear Mr. Sterling:

The DeKalb County School District (“DCSD”) desires to renew the award of ITB No. 20-752-037 for one (1) year on the same terms, conditions, and pricing as set forth in the License and Services Agreement between DCSD and MAXAIR Mechanical. The purpose of this letter is to obtain MAXAIR Mechanical’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 February 19, 2025, through February 18, 2026. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates MAXAIR Mechanical’s consideration of this offer to renew the award of ITB No. 20-752-037.

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 [Latrice Brown@dekalbschoolsga.org](mailto:Latrice.Brown@dekalbschoolsga.org) no later than Wednesday, December 18, 2024. 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. Eric Hofstetter  
Mr. Bobby Moncrief

**ACKNOWLEDGMENT**

MAXAIR Mechanical hereby accepts DeKalb County School District’s offer to renew the award of ITB No. 20-752-037, Plumbing Contractor Services, as set forth in the License and Services Agreement, until February 18, 2026. MAXAIR Mechanical understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

*James Carter*  
Authorized Signatory  
  
James Carter  
\_\_\_\_\_  
Name (Typed or Printed)

12/13/24  
Date  
  
General Manager  
\_\_\_\_\_  
Title of Authorized Signatory