



November 25, 2024

VIA EMAIL

[ashepherd@arsmechanical.com](mailto:ashepherd@arsmechanical.com)

**ARS Mechanical, LLC**  
7195 Turner Hill Road North  
Lithonia, GA 30058

ATTN: Alfred Shepherd, Vice President

**Reference: RFP 24-564, HVAC Repair and Installation Services – Renewal Request**

Dear Mr. Shepherd:

The DeKalb County School District (“DCSD”) desires to renew the award of RFP 24-564, HVAC Repair and Installation Services, for one (1) year on the same terms, conditions, and pricing as set forth in the Agreement between DCSD and ARS Mechanical, LLC. The purpose of this letter is to obtain ARS Mechanical, LLC’s acceptance of DCSD’s offer to renew the Agreement.

The renewal is subject to the DeKalb County Board of Education’s (“Board”) approval and will be effective from March 27, 2025, through March 26, 2026. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates ARS Mechanical, LLC’s consideration of this offer to renew the award of RFP 24-564.

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 no later than Monday, December 02, 2024, to Latrice Brown at [Latrice.Brown@dekalbschoolsga.org](mailto:Latrice.Brown@dekalbschoolsga.org). 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

CLS/smg

c: Mr. Erick Hofstetter  
Mr. Bobby Moncrief  
Mr. Weyman Christopher

**ACKNOWLEDGMENT**

ARS Mechanical, LLC accepts DeKalb County School District’s offer to renew the award of RFP 24-564, HVAC Repair and Installation Services, as set forth in the Agreement until March 26, 2026. ARS Mechanical, LLC understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

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

11/26/2024  
\_\_\_\_\_  
Date

Alfred Shepherd  
\_\_\_\_\_  
Name (Typed or Printed)

Vice President  
\_\_\_\_\_  
Title of Authorized Signatory