



November 26, 2024

VIA EMAIL

amcstay@mannmechanical.com
kwalker@mannmechanical.com

Mann Mechanical Company, Inc

5370 Truman Drive
Suite K
Decatur, GA 30335
ATTN: Aubrey McStay, Service Manager

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

Dear Ms. McStay:

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 Mann Mechanical Company, Inc. The purpose of this letter is to obtain Mann Mechanical Company, Inc.’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 Mann Mechanical Company, Inc.’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 Tuesday, December 03, 2024, to Latrice Brown at 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

Mann Mechanical Company, Inc. 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. Mann Mechanical Company, Inc. understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

Kelly Walker
Authorized Signatory
Kelly Walker

12/03/2024
Date
Service Director

Name (Typed or Printed) Title of Authorized Signatory