



DATE RECEIVED: _____
 MATTER ASSIGNED TO: _____

**Request for Legal Assistance
 DCSD Office of Legal Affairs
 ATTORNEY – CLIENT COMMUNICATION**

PLEASE SUBMIT COMPLETED REQUEST FORM TO
 DCSD OFFICE OF LEGAL AFFAIRS.

*** This request is a confidential communication and should be treated as such ***

DESCRIPTION OF REQUEST

Title of Item/Topic: Legal Review and Approval – Board Agenda Item Only
 (e.g., contract review, policy matter, etc.)

Date of request: 2/19/2025 Due Date: 2/24/2025 (Allow 3 to 5 business days)

Background information/Detail: **Contract Spend Limit Increase and Contract Renewal - Bid 23-417-Portable Air Condition Unit (A/C) – Sun Belt Rentals, Inc. and Spot Coolers, Inc. – Contract Renewal #3 of 4 and Spend Limit Increase – Not-to- Exceed -\$12,000,000**

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: _____

SUPPORTING DOCUMENTATION

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any Chronology, BAI, Contracts, and all applicable documents

REQUIRED AUTHORIZATION

Requested by: Darlene Y. Hughes

Email: darlene_hughes@dekalbschoolsga.org Telephone: 678-676-1447

Department: Operations Division

Cabinet Member authorizing the request: Erick Hofstetter

LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs? Yes No

-OR- (check one only)

Approved as to form by Outside Legal Counsel? Yes No

*Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept. Approving Attorney (and law firm if Outside Counsel) _____

Handwritten initials: HEB

Comments: _____