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: **2/17/2025** **Due Date:** **2/21/2025** *(Allow 3 to 5 business days)*

Background information/Detail: Contract Award - ITB 25-27 - School Nutrition Large Equipment - Boelter, Culinary Depot (Chef's Depot), Douglas Equipment (Douglas Food Stores Inc), Owens Equipment Company, Inc., Sam Tell and Son Inc. and Superior Equipment & Supply, Co. - Not to Exceed $1,500,000.

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) _____

Comments: _____