



Signature Routing Form

AOM Initials: mm 9.17.25

For Superintendent's Approval/Signature

Date: 9/9/2025

Division Head: Byron Schueneman (Finance)

Initials: BS

Purpose: Superintendent's Approval/Signature

Other: [Click here to enter text.](#)

Title of Document: Amendment To Service Agreement Between DeKalb County School District and Sanitech Systems, Inc. dated January 8, 2025

From (if other than Division Head): Dr. Connie R. Walker, SNS Executive Director

[Handwritten signature]

Legal Review: NO YES

BOE Approval: NO YES

Charge Code: This is no impact to the DeKalb County School District general budget.

Notes: Attachments:
Legal Approval
Amendment effective 1/8/2025
Board Agenda Item E.3.d.ii. Contract Award dated 11/11/2024
Directive dated 11/11/2024

DEADLINE and DUE BY AREAS ARE FOR URGENT ITEMS ONLY

Deadline: **URGENT**

Due by: 9/23/2025

Return documents to: Ms. Teresa Adams X-1382

For Superintendent's Office Use Only

Date received: 9-17-25 Date returned: 9-18-25 Processor's Initials: SM

Dr. Connie R. Walker
Executive Director




Mr. Byron Schueneman
Chief Financial Officer


Finance Division - School Nutrition Services

1780 Montreal Road
Tucker, GA 30084
678-676-1780

MEMORANDUM

To: Dr. Devon Horton
Superintendent

From: Dr. Connie R. Walker
School Nutrition Executive Director 

Through: Mr. Byron Schueneman 
Chief Financial Officer

Re: Contract Review and Amendment To Service Agreement Between DeKalb
County School District And Sanitech Systems, Inc. Dated January 8, 2025

Date: September 10, 2025

The contract dated January 8, 2025 was fully executed to end, six (6) months, on June 30, 2025. The DeKalb Board of Education approved the award at its business meeting on Monday, November 11, 2024 for a contract term of one (1) year. This amendment changes the contract from a six-month term to a twelve-month term. The contract will end on January 7, 2026.

Attachments:

Signature Routing Form dated 9/9/2025
Legal Approval
Amendment effective 1/8/2025
Board Agenda Item E.3.d.ii. Contract Award dated 11/11/2024
Directive dated 11/11/2024



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 – Contract Review
 (e.g., contract review, policy matter, etc.)

Date of request: 5/21/2025 Due Date: 5/1/2025 (3 to 5 business days)

Background information/Detail: **Contract Review/Amendment – Sanitech Systems, Inc. – School Nutrition Sanitation Training Services & Materials – NTE \$240,821.00.**

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 _____

REQUIRED AUTHORIZATION

Requested by: Darlene Y. Hughes, Esq.

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) Amani Redd

Comments: _____

**AMENDMENT TO SERVICE AGREEMENT
BETWEEN DEKALB COUNTY SCHOOL DISTRICT AND
SANITECH SYSTEMS, INC. DATED JANUARY 8, 2025**

This AMENDMENT to the SERVICE AGREEMENT BETWEEN DEKALB COUNTY SCHOOL DISTRICT AND SANITECH SYSTEMS, INC. DATED JANUARY 8, 2025 (hereinafter "Amendment") by and between Sanitech Systems, Inc. (hereinafter "Service Provider") and DeKalb County School District (hereinafter "DCSD"). Service Provider and DCSD are collectively referred to herein as the "Parties" and singly, as a "Party."

RECITALS

WHEREAS, Service Provider and DCSD entered into a Service Agreement pursuant to RFP No. 25-20 for Sanitation Training Services and Materials with an Effective Date of January 8, 2025 (the "Agreement");

WHEREAS, the Parties hereto desire to amend the Agreement to modify the Agreement terms, as more fully set forth below;

NOW THEREFORE, in consideration of the premises and the mutual representations, covenants and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto, intending to be legally bound, do hereby agree as follows:

1. Defined Terms: Capitalized terms used herein but not otherwise defined herein shall have the meanings provided to such terms in the Agreement.
2. Section 2.1 of the Agreement is hereby amended by deleting the section in its entirety and substituting the following:

"2.1 Agreement Term. The term of this Service Agreement begins on the date executed by the last Party to execute below (hereinafter the "Effective Date"). The performance period for this Service Agreement shall terminate on exactly one (1) year from the Effective Date."
3. No Other Amendments. Except as expressly provided in this Amendment, each of the terms and provisions of the Agreement shall remain in full force and effect in accordance with their terms. From and after the date of this Amendment, all references in the Agreement or in any of the schedules or instruments executed in connection therewith, to the "Agreement" or to the "Contract," as between the Parties only, shall be deemed to be references to the Agreement, as amended by this Amendment.
4. Ratification of Agreement. The Agreement, as modified by the amendments provided for herein, is hereby ratified, confirmed and adopted, and shall continue in full force and effect.

5. Binding Effect. This Amendment shall be binding upon, shall inure to the benefit of, and shall be enforceable by and against all the Parties and their respective legal representatives, successors and permitted assigns.
6. Severability. If any section, or portion thereof, of this Amendment is held to be unenforceable by a court of competent jurisdiction, or any governmental body duly authorized by law, such holding shall in no way affect the remainder of this Amendment but said unenforceable provision shall be as though it were never included herein, provided that such changes do not wholly frustrate the primary purpose of this Amendment.
7. Counterparts. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same instrument. Original signatures hereto may be delivered by facsimile or by electronic transmission in .PDF or .TIF format which shall be deemed originals.

IN WITNESS WHEREOF, this Amendment has been signed by each of the Parties hereto as of the date set forth above.

DEKALB COUNTY SCHOOL DISTRICT

By: Devon Q. Horton

Name: Dr. Devon Q. Horton

Title: Superintendent

Date: 9-18-25

SANITECH SYSTEMS, INC.

By: Greg Guice

Name: Greg Guice

Title: President

Date: June 25, 2025



E. 3. d. ii. Contract Award ~ School Nutrition Sanitation Training Services & Materials ~ RFP 25-20 ~ Sanitech Systems Inc. (Not to exceed \$223,770 for SY 24-25)

Requested Action

It is requested that the Board of Education approve the award of RFP 25-20 School Nutrition Sanitation Training Services & Materials to **Sanitech Systems Inc.**, in the amount not to exceed the amount of **\$223,770** for **SY 24-25**.

Summary

The financial impact of the contract award for sanitation training services and materials in a not to exceed amount of **\$223,770** will be allocated from **General Ledger Account 622.3100.561000.00062.8200.9990.8015.040.0000**.

The contract term is a **one (1) year contract with the option to exercise four (4) – one (1) year renewals**. Renewals are subject to Board approval. The contract will begin upon Board approval and a fully executed contract.

The Request for Proposal (RFP) 25-20 was competitively solicited through the DCSD Purchasing Department. On September 10, 2024, proposals were received from two (2) vendors. Both were reviewed and deemed responsive to the requirements of the solicitation by the Purchasing Department. This recommendation is based on those evaluations.

The contract award for the **Sanitation Training Services & Materials service** meets the **COGNIA Standard 4: Resources and Support Systems** by allowing DCSD to provide a safe and healthy learning environment.

Details

The scope of work for this project includes the provision of sanitation training services and materials for School Nutrition Services at approximately 124 school locations. Additional project information can be found at: <https://dekalbschoolsga.ionwave.net/Login.aspx>

The Request for Proposal (RFP) 25-20 was competitively solicited through the DCSD Purchasing Department. On September 10, 2024, proposals were received from two (2) vendors. Both were reviewed and deemed responsive to the requirements of the solicitation by the Purchasing Department. This recommendation is based on those evaluations.


Products provided by **Sanitech Systems Inc.**, are shipped or delivered by the vendor directly to the schools. **Sanitech Systems, Inc. is located at 4033 Holden Road, Lakeland, FL 33811.**


Supporting Documents


 [Legal Review Request - Contract - School Nutrition Sanitation Training Services and Materials -](#)



NTE \$223,770 for SY24-25 - APPROVED

 RFP 25-20 Award Recommendation Letter dated 9-12-24

 RFP 25-20 Liability Insurance dated 8-1-24

 RFP 25-20 Abstract

 RFP 25-20 Sanitation Training Services and Materials

 Chronology RFP 25-20 - REVISION

Financial Impact

Funds will be paid from GL account 622.3100.561000.00062.8200.9990.8015.040.0000 in the not to exceed amount of \$223,770.

Contacts

Mr. Erick Hofstetter, Chief Operating Officer, Division of Operations, (678) 676-1447
Dr. Connie R. Walker, Executive Director of School Nutrition Services, (678) 676-1780

Quick Summary / Abstract

Presented by: Mr. Erick Hofstetter, Chief Operating Officer, Division of Operations

Rationale

To ensure DeKalb County School District (DCSD) School Nutrition Services (SNS) maintain well-sanitized kitchens and equipment to serve healthy and safe meals to DeKalb County School District students.

Sanitech Systems Inc., employs ServSafe Certified Service Technicians who deliver on-site training to School Nutrition Managers and Food Assistants on chemical usage and safety. This training provides SNS personnel with the skills to maintain clean and sanitized food service environments.

The approval of this contract award meets **Strategic Goal Area 6: Organizational Excellence**

Implementation Date(s)

Upon Board Approval

Cognia Standards

Standard 4: Resources and Support Systems

Status



Approved by the Office of Legal Affairs

Goals

6. Strategic Goal Area: Organizational Excellence

Created on 10/10/2024 at 9:17 AM ET by Darlene Hughes
Last Modified on 10/18/2024 at 6:24 PM ET by Cheryl McEwan



Robert R. Freeman Administrative Complex
1701 Mountain Industrial Boulevard
Stone Mountain, GA 30083

MEMORANDUM

TO: Mr. Erick Hofstetter, Chief Operating Officer
Division of Operations

FROM: Dr. Devon Q. Horton, Superintendent
Office of the Superintendent

DATE: November 11, 2024

RE: **Contract Award ~ School Nutrition Sanitation Training Services & Materials ~ RFP 25-20 ~ Sanitech Systems Inc. (Not to exceed \$223,770 for SY 24-25)**

At its business meeting on Monday, November 11, 2024, the DeKalb Board of Education approved the award of RFP 25-20 School Nutrition Sanitation Training Services & Materials to **Sanitech Systems Inc.**, in the amount not to exceed the amount of **\$223,770 for SY 24-25.**

Please take the appropriate action to affect this directive of the Board.

DQH:cm

c: Ms. Carla Smith, Executive Director, Vendor Services, Division of Finance
Ms. Latrice Brown-Shropshire, Purchasing Assistant, Division of Finance