October 3, 2025,

RE: Award Recommendation Letter – RFP 26-711 Fire Alarm & Life Safety Systems Services

Mr. Erick Hofstetter,

RFP 26-711 Fire Alarm & Life Safety Systems Services was formally processed through the Purchasing Department at your request. Response(s) to the solicitation were received in the Purchasing Department on September 26, 2025.

Five (5) proposals were reviewed and three (3) deemed responsive to the requirements of the solicitation. Please find attached the responsive proposals and the Abstract Sheet, which is the record of the public opening/acknowledgement.

Please take the following course of action:

1) Convene the evaluation team. Remember that each individual serving as an evaluator must have a completed and signed Solicitation Evaluator Agreement on file in the Purchasing Department. Your team will work together to review and evaluate elements of each response in comparison to the solicitation requirements.

2) Using this form, please advise the Purchasing Department as soon as possible of your award recommendation(s) and the date you anticipate presenting your recommendation of award to the Board of Education for approval.

   REMINDER: Include the entire bid/rfp number and bid/rfp name in your Board of Education item documentation so that we can later match the resulting Superintendent's award directive to your solicitation and produce an award letter.

3) If your Recommended Award Vendor is not the lowest priced offering, you must provide the Purchasing Department your rationale for not awarding to the lowest responsive respondent. Use an additional sheet to provide your rationale.

4) If there is only one line item on the solicitation or if there are multiple line items recommended for award and to a single Award Vendor, simply fill in the information below for Recommended Award Vendor #1.

5) If there are multiple line items to be awarded and/or if you recommend splitting the award to multiple Award Vendors, you will need to fill in the name for each Recommended Award Vendor on the lines below and attach the Tabulation indicating which items are to be awarded to each Recommended Award Vendor.

6) Upon receipt of your award recommendation(s), the Purchasing Department will notify the Risk Department of your award recommendation and contact the vendor(s) to request final and fully compliant insurance certificates **prior to issuance of the award letter and prior to commencement or delivery of services under this solicitation.**

Please email to Weyman Christopher at weyman_f_christopher@dekalbschoolsga.org

_____
Recommended Award Vendor #1

_____
Anticipated BOE Presentation Date

_____
Recommended Award Vendor #2

_____
Your Signature / Today's Date

_____
Recommended Award Vendor #3

_____
Recommended Award Vendor #4

_____
Recommended Award Vendor #5

Please feel free to reach out to me at 678 676-0120 with any questions or concerns. Your prompt response is appreciated. Thank you.

Regards,

Carla L. Smith

Carla L. Smith
Executive Director, Vendor Services
CLS\WFC

c: Mr. Bobby Moncrief
Mr. Luis Montanez