



January 13, 2026

VIA EMAIL

bralston@mechanicalservicesinc.com

Mechanical Services, Inc

464 Porsche Avenue
Hapeville, GA 30354

ATTN: Ben Ralston, Vice President

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

Dear Ms. Ralston:

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 Mechanical Services, Inc. The purpose of this letter is to obtain Mechanical Services, 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, 2026, through March 26, 2027. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Mechanical Services, 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, January 20, 2026, 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

ACKNOWLEDGMENT

Mechanical Services, 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, 2027. Mechanical Services, Inc. understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

Ben Ralston
Authorized Signatory

1/13/2026
Date

Ben Ralston
Name (Typed or Printed)

Vice President
Title of Authorized Signatory