



January 13, 2026

VIA EMAIL

[amcstay@mannmechanical.com](mailto:amcstay@mannmechanical.com)  
[kwalker@mannmechanical.com](mailto:kwalker@mannmechanical.com)

**Mann Mechanical Company, Inc**

5370 Truman Drive  
Suite K  
Decatur, GA 30335  
ATTN: Aubrey McStay, Service Manager

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

Dear Ms. McStay:

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 Mann Mechanical Company, Inc. The purpose of this letter is to obtain Mann Mechanical Company, 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 Mann Mechanical Company, 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](mailto: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**

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

*Kelly Walker*  
Authorized Signatory

1/14/2026  
Date

Kelly Walker  
Name (Typed or Printed)

Service Director  
Title of Authorized Signatory