



## Operations

February 2, 2026

**Sent Via Email:** [ddutro@tscx.org](mailto:ddutro@tscx.org)  
Mr. Richard Dutro, President  
**Total Systems Commissioning, Inc.**  
2148 Hills Avenue NW, Suite I  
Atlanta, GA 30318

Dear Mr. Dutro:

In accordance with the contract between **Total Systems Commissioning, Inc.** and the **DeKalb County School District**, the DeKalb County School District is pleased to advise that it desires to extend **RFP 24-752-037 Third Party Commissioning Services** for an additional year at the same terms, conditions and pricing as stated in your contract.

This extension is the second of four (4) one-year renewal options and is subject to DeKalb County Board of Education approval. The extension will be effective **February 25, 2026**, through **February 24, 2027**, and is subject to DeKalb County Board of Education approval.

Please submit the following signed acknowledgement and a current certificate of insurance via email to [yolonda.love@dekalbschoolsga.org](mailto:yolonda.love@dekalbschoolsga.org) no later than **Friday, February 6, 2026**. Presentation of satisfactory Certificate of Insurance in accordance with Exhibit E of the contract is required. A copy is attached for your review.

Please include **RFP 24-752-037, Third Party Commissioning Services** and verbiage naming the DeKalb County School District and The DeKalb County Board of Education as an additional insured under the liability policies, in the *Additional Information* section of the certificate of insurance.

On behalf of the DeKalb County School District, I want to take this opportunity to thank you for your service and for your interest in doing business with us.

Sincerely,

*Yolonda C. Love*

Yolonda Love  
Senior Procurement Manager

cc: Erik Hofstetter  
Keith Ball

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**ACKNOWLEDGMENT**

**Total Systems Commissioning, Inc.** hereby agrees to extend **RFP 24-752-037, Third Party Commissioning Services,** at the same prices, terms and conditions until **February 24, 2027.**

  
\_\_\_\_\_  
Official Signature

02/10/2026  
Date

Richard Dutro - President  
Name and Title (Typed or Printed)

404-355-9403  
Phone

ddutro@tscx.org  
Email Address