



Finance

January 15, 2026

VIA EMAIL [jimmy@pmsiga.com](mailto:jimmy@pmsiga.com)

Pinnacle Maintenance Services, Inc.  
5758 Harrison Avenue, Unit A  
Austell, GA 30106  
ATTN: Jimmy Clements, Owner

Reference: RFP 24-557 Supplemental Custodial Services – Renewal Request

Greetings:

The DeKalb County School District ("DCSD") desires to renew the award of RFP 24-557 Supplemental Custodial Services, for one (1) year on the same terms, conditions, and pricing as set forth in the Agreement between DCSD and Pinnacle Maintenance Services, Inc. The purpose of this letter is to obtain Pinnacle Maintenance 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 May 21, 2026, through May 20, 2027. Of course, we will notify you once the Board has approved the renewal. DCSD appreciates Pinnacle Maintenance Services, Inc.'s consideration of this offer to renew the award of RFP 24-557.

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 Thursday, January 22, 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  
Mr. Weyman Christopher

ACKNOWLEDGMENT

Pinnacle Maintenance Services, Inc. hereby accepts DeKalb County School District's offer to renew the award of RFP 24-557 Supplemental Custodial Services, as set forth in the Agreement until May 20, 2027. Pinnacle Maintenance Services, Inc. understands that this acceptance is subject to the approval of the DeKalb County Board of Education.

  
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Authorized Signatory

Jimmy D Clements  
Name (Typed or Printed)

1/20/2026  
Date

owner  
Title of Authorized Signatory