

EXHIBIT "D"



Finance

April 29, 2025

R&W Motor Coach
Attn: Alan Robinson
1294 Carriage Circle
Stone Mountain, GA 30087

EMAIL: alan@randwmotorcoach.com

RE: Notice of Award – RFP 25-472 Charter Bus Services

Greetings:

This is to notify you that your bid for the above referenced project has been accepted. Accordingly, the accompanying Service Agreement is awarded to **R&W Motor Coach** contingent on the following:

- 1) Attached is a copy of the **Service Agreement** for the above referenced project between the DeKalb County Board of Education and **R&W Motor Coach** for your review and execution. The service agreement must be signed by an officer of the company and returned to this office within five (5) business days of receipt. Upon execution by the DeKalb County Board of Education, a copy of the contracts will be returned for your use.
- 2) Presentation of satisfactory Certificate of Insurance in accordance with **Article 17** of the contract. All liability policies shall name the Owner, the DeKalb County School District, and the DeKalb County Board of Education as an additional insured.
- 3) A criminal background check must be performed on all **R&W Motor Coach** employees, project subcontractors and vendors performing work on DCSD property under this contract. Such background checks will be performed by DCSD Public Safety Department at the expense of the individual at a cost of \$45.00 per individual. Background checks should be coordinated with Julia Holley, Procurement Clerk. Ms. Holley may be reached at julia_holley@dekalbschoolsga.org. **NO ONE ASSIGNED TO THIS CONTRACT WILL BE ALLOWED ON ANY DCSD SITE UNTIL THEY HAVE BEEN CLEARED BY THE DCSD PUBLIC SAFETY DEPARTMENT.**
- 4) **R&W Motor Coach** shall provide each of their employees and all subcontracted employees with proper identification issued by DCSD Public Safety Department. This identification must be worn on the outer garment at all times when on DCSD premises.
- 5) Vendors are required to register through the Vendor Self Service Portal. The Vendor Self Service Portal is located at <https://dekalb.munisselfservice.com/Vendors/default.aspx>.

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- 6) You are reminded not to begin performance of the work until you receive a fully executed copy of the service agreement and a district issued purchase order. The DeKalb County Board of Education is not liable for costs incurred by R&W Motor Coach for work performed prior to the issuance of a purchase order.
- 7) Upon receipt of the executed contract by R&W Motor Coach and an acceptable Certificate of Insurance as outlined above, a (Kick-off Meeting) will be scheduled by the Project Manager or End User department.

If you have any questions or concerns regarding this award, give us a call at 678-676-0217.

Thank you for your interest and cooperation on behalf of the DeKalb County School District.

Sincerely,

Weyman F. Christopher

Weyman F. Christopher, NIGP-CPP, CPPB, CPPO
Procurement Manager III, Non-Capital

Attachment: Service Agreement

cc: Division Chief
Department Head/Executive Director
Project Manager or Director
Ms. Carla L. Smith

CLS/WFC

ACKNOWLEDGMENT

R&W Motor Coach hereby acknowledges DeKalb County School District's offer of award of RFP 25-472 Charter Bus Services, at the same prices, terms, and conditions as stated in the original solicitation document and the attached Service Agreement.

Alan Robinson

Authorized Signatory

Alan Robinson

Name (Typed or Printed)

5/6/2025

Date

CEO

Title of Authorized Signatory

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END OF EXHIBITS