



Robert R. Freeman Administrative Complex
1701 Mountain Industrial Boulevard
Stone Mountain, GA 30083

MEMORANDUM

TO: Mr. Erick Hofstetter, Chief Operating Officer
Division of Operations

FROM: Dr. Norman C. Sauce III, Interim Superintendent of Schools
Office of the Superintendent

DATE: February 9, 2026

RE: **The Interlocal Purchasing System (TIPS) RFP #240402 Cooperative Agreement ~ Imperial Bag & Paper Co., LLC d/b/a Imperial Dade for Custodial Equipment Repair Services (Not to Exceed \$1,000,000)**

At its business meeting on Monday, February 9, 2026, the DeKalb Board of Education approved DeKalb County School District ("DCSD") use of the **Interlocal Purchasing System (TIPS) RFP #240402 Cooperative Agreement** between **DeKalb County School District ("DCSD") and Imperial Bag & Paper Co., LLC d/b/a Imperial Dade**, as the provider of custodial equipment repair services, district-wide for an amount not to exceed **\$1,000,000**.

Please take appropriate action to affect this directive of the Board.

NCS: cm

c: Ms. Carla Smith, Executive Director, Vendor Services, Division of Finance
Ms. Latrice Brown-Shropshire, Purchasing Assistant, Division of Finance