



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. Devon Q. Horton, Superintendent
Office of the Superintendent

DATE: August 14, 2023

RE: **Approval of Control Concepts, Inc. as a Single Source Vendor for the installation of HVAC Instrumentation and Controls District-Wide (not to exceed \$300,000.00)**

At its business meeting on Monday, August 14, 2023, the DeKalb Board of Education approved Controls Concepts, Inc., as a single source vendor for the installation of HVAC Instrumentation and Controls district wide in the amount not to exceed \$300,000.00. Any single purchases which exceed \$100,000.00 will be brought back to the Board of Education for approval in accordance with Board Policy DJE.

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

DQH:cm

c: Ms. Carla Smith, Executive Director, Vendor Services, Division of Finance
Ms. Marie Jacob, Contractor, Vendor Services, Division of Finance