



DEPARTMENT OF JUVENILE JUSTICE

3408 Covington Highway, Decatur, Georgia 30032-1513
Telephone (404) 508-6500 Fax: (404) 508-7289

April 27, 2006

To Whom It May Concern:

Forum Management Services has managed the Department of Juvenile Justice's Central Office building since construction was completed in 2002.

In the capacity of Building Manager, Forum Management Services manages preventative maintenance on all building systems, (e.g., HVAC, security, fire safety, vending, and emergency power generation). Additionally, repairs that need to be made in and around our building are made by our Forum Building Manager or one of several vendors who are on call for assistance.

On the exterior of the building, landscape maintenance is a high priority for Forum Services. We have manicured green space, seasonal flowers, and litter-free grounds. We feel the building's appearance reflects on the dedication of our workforce inside. The landscaping makes our organization look its best!

Another valuable benefit that Forum Management Services provides involves managing the vendors and the processing and payment of most of our maintenance expenses. Forum is reimbursed for their expenses via a monthly reporting process through the City of Avondale Estates, the building's owner. This arrangement takes a significant administrative burden off of us so we can concentrate on providing our core service.

Our Central Office has been maintained in excellent condition. Even with our heavy employee office traffic, through Forum's vigilance, our facility continues to exhibit the professional image that The Department of Juvenile Justice requires.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey A. Minor', is written over a horizontal line.

Jeffrey A. Minor
Deputy Commissioner and Chief Financial Officer
Division of Fiscal and Administrative Services