

REVISION OF SUPERINTENDENT'S EXTENSION OF CONTRACTS
CONTRACT EXTENSION SUMMARY

Contract No.: 014-EE05

Contract Title: OFFICE SUPPLIES CATALOG DISCOUNT

Extension Award Amount: \$5,229,896.16

Extension Date: May 18, 2008 – May 17, 2009

Purpose of Contract: The purpose of this contract is to purchase, at firm discounts, quantities, as may be required of office supplies for various locations.

Original Award Date: May 18, 2005 – May 17, 2007

Terms of Contract Award and Extension: Two (2) years, with an option to extend for three (3) additional one (1) year periods and, if needed, an additional ninety (90) days beyond the expiration date.

Previous Extension Date: May 18, 2007 – May 17, 2008

Previous Extension Amount: \$4,217,037.08

Vendors Recommended for Contract Extension: **Eleven (11)**

AFP Industries, Inc.	GraphX-One, Inc.
Apricot Office Supplies & Furniture, Inc.	Office Depot, Inc.
Best Wholesale Office Products	Office Express Supplies, Inc.
Corporate Express Office Products, Inc.	Skags Office Products
Galloway Office Supplies & Furniture, Inc.	Staples, Inc. & Subsidiaries
Quill Corporation (Added)	

Comments: This contract extension to provide office supplies to the District was approved as a Superintendent's Extension of Contracts on March 27, 2008. However, Quill Corporation was inadvertently omitted from the list of vendors recommended for contract extension. This contract extension summary reflects an increase of vendors recommended for contract extension, for Office Supplies Catalog Discount, from ten (10) to eleven (11) vendors and includes Quill Corporation, as a recommended vendor.

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Justification: It is considered to be in the best interest of the District to extend this contract for an additional one (1) year period, to benefit from approved vendors servicing with quality office supplies and firm discounts. Vendors awarded on this bid are also solicited for firm fixed prices for the most commonly used office supplies, which are posted on the District's Shopping Cart. Staff has indicated satisfactory performance from the vendors and recommends extension. The awardees have agreed to extend for an additional one (1) year period, by letter, on file.