

CONTRACT EXTENSION SUMMARY

Contract No.: 014-EE05

Contract Title: OFFICE SUPPLIES, CATALOG DISCOUNT

Extension Award Amount: \$2,266,461.87

Extension Period: May 18, 2009 – May 17, 2010

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 Period: 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 Period: May 18, 2008 – May 17, 2009

Previous Extension Amount: \$5,229,896.16

Vendors Recommended for Contract Extension: Nine (9)

AFP Industries, Inc.
Apricot Office Supplies & Furniture, Inc.
Best Wholesale Office Products
Galloway Office Supplies & Furniture, Inc.
GraphX-One, Inc.
Office Depot, Inc.
Office Express Supplies, Inc.
Skags Office Products
Quill Corporation

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 continuity of service. Staff has indicated satisfactory performance from the vendors and recommends extension. The bid is structured to allow vendors to offer a fixed discount off the entire assortment of office supplies with percentage as high as 64%. The renewal is for approximately 50% less than the previous award, at the same discounts. The awardees have agreed to extend for an additional one (1) year period, by letter, on file.