

MEMORANDUM

April 21, 2010
M0052-JAG
JAG/995-2414

2010 APR 22 AM 10:37

TO: Mr. Alberto M. Carvalho, Superintendent of Schools
THROUGH: Richard H. Hinds, Chief Financial Officer *[Signature]* FINANCIAL SERVICES
FROM: Joseph A. Gomez, Assistant Superintendent *[Signature]*
Procurement Management Services

SUBJECT: **SUPERINTENDENT'S EXTENSION OF CONTRACTS**

The following contracts are requested to be approved as Superintendent's Extension of Contracts, as authorized by Board Rule 6Gx13- 3C-1.11, Bidding Process. There is no obligation to purchase any amount within the contract period as set forth in the bid solicitation. It is requested that you review and approve the extensions listed below:

| <u>CONTRACT NO.</u> | <u>CONTRACT TITLE</u> | <u>AWARD AMOUNT</u> | <u>EXTENSION PERIOD</u> |
|---------------------|--------------------------|---------------------|-------------------------|
| 1. 014-EE05 | OFFICE SUPPLIES, CATALOG | \$651,188 | 05/18/10 – 08/17/10 |
| 2. 003-HH01 | MOBILE CAFETERIA TABLES | \$113,298 | 05/21/10 – 05/20/11 |
| 3. 119-FF04 | COMPUTER LOCKDOWNS | \$26,633 | 07/01/10 – 06/30/11 |
| 4. 050-HH02 | RENTAL OF CAPS AND GOWNS | \$331,329 | 07/01/10 – 06/30/11 |

SUPERINTENDENT'S OFFICE
2010 APR 22 PM 2:57

REVIEWED: *[Signature]*
School Board Attorney

APPROVED: *[Signature]*
Alberto M. Carvalho
Superintendent of Schools

JAG/ae

cc: Mr. Barry S. Meltz

CONTRACT EXTENSION SUMMARY

Contract No.: 050-HH02

Contract Title: RENTAL OF CAPS AND GOWNS

Recommended Extension Award Amount: \$331,329

Current Extension Amount: N/A

Original Award Amount: \$287,500

Recommended Extension Period: July 1, 2010 – June 30, 2011

Current Extension Period: N/A

Original Award Period: June 10, 2008 – June 30, 2010

Purpose of Contract: The purpose of this contract is to rent caps and gowns, for various schools.

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.

Vendors Recommended for Contract Extension: One (1)

Herff Jones, Inc. – Cap & Gown Division

Cost Savings: Yes No Amount:

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 fixed prices and continuity of service. Staff has indicated satisfactory performance from the vendor and recommends extension. This is the first extension of this contract. The awardee has agreed to extend for an additional one (1) year period, by letter, on file.