

## MEMORANDUM

SUPERINTENDENT'S OFFICE

September 29, 2010

M0020-JAG

2010 OCT 14 PM 12:58

JAG/995-2414

TO: Mr. Alberto M. Carvalho, Superintendent of Schools

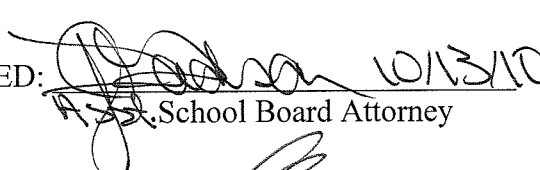
THROUGH: Richard H. Hinds, Chief Financial Officer

FROM: Joseph A. Gomez, Assistant Superintendent  
Procurement Management ServicesSUBJECT: **SUPERINTENDENT'S EXTENSION OF CONTRACTS**

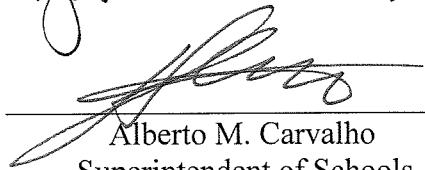
The following contracts are requested to be approved as Superintendent's Extension of Contracts, as authorized by Board Rule 6Gx13- 3C-1.11, Bidding Process. There is no obligation to purchase any amount within the contract period as set forth in the bid solicitation. It is requested that you review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

<u>CONTRACT NO.</u>	<u>CONTRACT TITLE</u>	<u>AWARD AMOUNT</u>	<u>EXTENSION PERIOD</u>
1. 107-JJ03	HOSPITALITY AND FOOD-SERVICE SUPPLIES	\$653,042	10/01/10 – 09/30/11
2. 075-HH05	PAPER: LASER-PRINTER ROLL	\$242,001	10/15/10 – 10/14/11
3. 029-GG05	MARKER BOARDS, FRAMED	\$128,003	01/01/11 – 12/31/11
4. 001-JJ12	MAIL-SORTING SERVICE	\$50,364	01/01/11 – 12/31/11
5. 035-JJ05	MARKER BOARDS, UNFRAMED	\$45,751	01/01/11 – 12/31/11
6. 039-JJ10	SIGN-LANGUAGE INTERPRETATION SERVICES	\$160,000	01/14/11 – 01/13/13

REVIEWED:

  
School Board Attorney

APPROVED:

  
Alberto M. Carvalho  
Superintendent of Schools

JAG/ae

cc: Mr. Barry S. Meltz

### **CONTRACT EXTENSION SUMMARY**

Contract No.: 075-HH05

Contract Title: PAPER: LASER-PRINTER ROLL

Board Meeting Date: October 15, 2008 Agenda Item: E-146

Recommended Extension Award Amount: \$242,001

Current Extension Amount: N/A

Original Award Amount: \$1,076,040.90

Recommended Extension Period: October 15, 2010 – October 14, 2011

Current Extension Period: N/A

Original Award Period: October 15, 2008 – October 14, 2010

Purpose of Contract: The purpose of this contract is to purchase at firm unit prices laser-printer roll paper for Stores and Mail Distribution stock.

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: Four (4)

Best Forms and Label Printing, Inc.  
Neeld Paper and Supply, d.b.a. Janitor's Supply Outlet  
Oce North America, Inc.  
Unisource Worldwide, Inc.

Cost Savings: No ☒

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 vendors and recommends extension. This is the first extension of the contract. The awardees have agreed to extend for an additional one (1) year period, by letter, on file.