

MEMORANDUM

February 4, 2011
M0039-JAG
JAG/995-2414

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

THROUGH: Richard H. Hinds, Chief Financial Officer

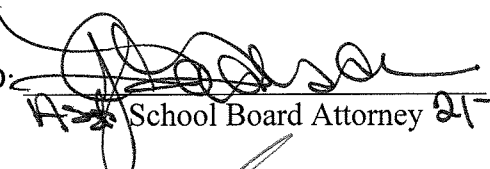
FROM: Joseph A. Gomez, Assistant Superintendent
Procurement Management Services

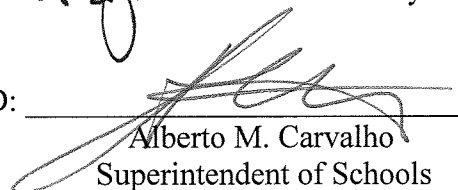
SUBJECT: **SUPERINTENDENT'S EXTENSION OF CONTRACTS**

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. 019-KK10	STATE LEGISLATIVE CONSULTANT	\$260,000	01/13/11 – 01/12/12
2. 048-HH10	DISCLOSURE COUNSEL	N/A	02/13/11 – 02/12/13
3. 090-HH02	RENTAL OF CAPS AND GOWNS	\$330,165	07/01/11 – 06/30/12

SUPERINTENDENT'S OFFICE
2011 FEB -9 PM 2:30

REVIEWED: 
School Board Attorney 2/7/11

APPROVED: 
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

Board Meeting Date: May 21, 2008 – Agenda Item D-9

Recommended Extension Award Amount: \$330,165

Current Extension Amount: \$331,329

Original Award Amount: \$287,500

Recommended Extension Period: July 1, 2011 – June 30, 2012

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

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: 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 vendor and recommends extension. This is the second extension of the contract. The awardee has agreed to extend for an additional one (1) year period, by letter, on file.