

MEMORANDUM

SUPERINTENDENT'S OFFICE

January 31, 2012
M0051-BSM
BSM/995-1434

2012 FEB -8 AM 10:38

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

THROUGH: Richard H. Hinds, Chief Financial Officer

FROM: Barry S. Meltz, District Director
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 Policy 6320 – Purchasing. It is the District's established practice, for Procurement Management Services to apply the contract amount for each approved extension, during the term of the bid. 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 DATE</u> |
|---------------------|--|---------------------|-----------------------|
| 1. 034-JJ01 | ARMED AND UNARMED SECURITY GUARD | \$1,748,000 | 02/11/12 – 02/10/13 |
| 2. 002-KK08 | COSMETOLOGY SUPPLIES, EQUIPMENT AND SPECIALTY FURNITURE CATALOG DISCOUNT | \$100,000 | 02/10/12 – 02/09/13 |
| 3. 004-KK08 | MUSIC FURNITURE AND EQUIPMENT | \$1,000,000 | 02/10/12 – 02/09/13 |
| 4. 036-GG05 | FIRST-AID SUPPLIES | \$51,229 | 03/12/12 – 06/11/12 |
| 5. 031-HH05 | PAPER, MULTIPURPOSE XEROGRAPHIC | \$2,494,110 | 04/16/12 – 04/15/13 |

12 FEB -8 AM 9:22

FINANCIAL SERVICES
WL# 9130

REVIEWED:

School Board Attorney

APPROVED:

Alberto M. Carvalho
Superintendent of Schools

BSM/ae

CONTRACT EXTENSION SUMMARY

Contract No.: 031-HH05

Contract Title: PAPER, MULTIPURPOSE XEROGRAPHIC

Board Meeting Date: April 16, 2008 – Agenda Item E-146

Recommended Extension Award Amount: \$2,494,110

Current Extension Amount: \$5,412,154

Original Award Amount: \$5,925,904.32

Recommended Extension Period: April 16, 2012 – April 15, 2013

Current Extension Period: April 16, 2011 – April 15, 2012

Original Award Period: April 16, 2008 – April 15, 2010

Purpose of Contract: The purpose of this contract is to purchase, at firm unit prices, quantities, as may be required, of multipurpose xerographic 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: Two (2)

Mac Papers, Inc.
Consolidated Papers, 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 third extension of the contract. The awardees have agreed to extend for an additional one (1) year period, by letter, on file.