

MEMORANDUM

SUPERINTENDENT'S OFFICE
2012 MAR -9 PM 1:04

March 9, 2012
M0057-BSM
BSM/995-1434

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

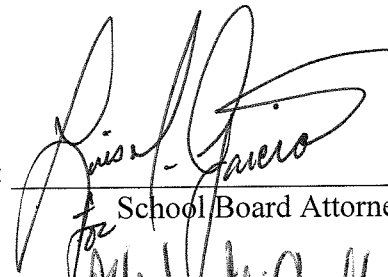
The following contracts are requested to be approved as Superintendent's Extension of Contracts, as authorized by Board Policy 6320 – Purchasing. It is the District's established practice, for Procurement Management Services to apply the contract amount for each approved extension, during the term of 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. 084-JJ03	DELIVERY OF PREPARED SUMMER SNACKS AND LUNCHES	\$265,200	05/16/12 – 05/15/13
2. 050-HH02	RENTAL OF CAPS AND GOWNS	\$287,500	07/01/12 – 06/30/13

12 MAR -9 AM 10:29

FINANCIAL SERVICES
WL # 9180

REVIEWED:



School Board Attorney

APPROVED:



Alberto M. Carvalho
Superintendent of Schools

4/13/12

BSM/ae

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: \$287,500

Current Extension Amount: \$330,165

Original Award Amount: \$287,500

Recommended Extension Period: July 1, 2012 – June 30, 2013

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

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 of the current contract period.

Vendors Recommended for Contract Extension: One (1)

Herff Jones, Inc. – Cap & Gown Division

Cost Savings: No \surd

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 third extension of the contract. The awardee has agreed to extend for an additional one (1) year period, by letter, on file.