

MEMORANDUM

March 26, 2012
M0059-BSM
BSM/995-1434

SUPERINTENDENT'S OFFICE
2012 APR 13 AM 6:58

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. 022-KK06	REFRIGERANT GASES	\$300,000	04/14/12 – 04/13/13
2. 083-JJ03	PAPER AND PACKAGING FOR SUMMER LUNCH PROGRAM	\$40,007	05/13/12 – 05/12/13

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FINANCIAL SERVICES
WI # 9190

REVIEWED: *Ricardo J. Garcia* 4/12/12
School Board Attorney

APPROVED: *Alberto M. Carvalho*
Alberto M. Carvalho
Superintendent of Schools

BSM/ae

CONTRACT EXTENSION SUMMARY

Contract No.: 083-JJ03

Contract Title: PAPER AND PACKAGING FOR SUMMER LUNCH PROGRAM

Board Meeting Date: April 22, 2009 – Agenda Item E-144

Recommended Extension Award Amount: \$40,007

Current Extension Amount: \$62,890

Original Award Amount: \$168,614.50

Recommended Extension Period: May 13, 2012 – May 12, 2013

Current Extension Period: May 13, 2011 – May 12, 2012

Original Award Period: May 13, 2009 – May 12, 2010

Purpose of Contract: The purpose of this contract is to purchase and deliver, at a firm unit price, quantities, as may be required, of cafeteria paper and packaging supplies for special lunch programs, for the Department of Food and Nutrition.

Terms of Contract Award and Extension: One (1) year, with an option to extend for four (4) 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)

AGE Paper and Aluminum Products

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