

MEMORANDUM

July 26, 2012  
M0072-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

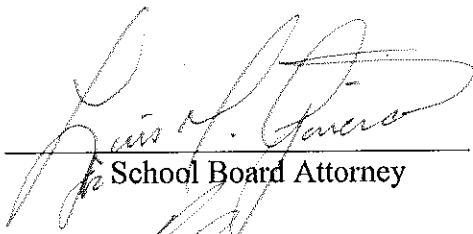
SUBJECT: SUPERINTENDENT'S EXTENSION OF CONTRACTS

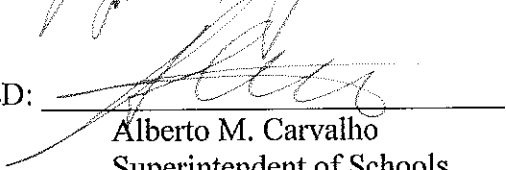
The following contracts are requested to be approved as Superintendent's Extension of Contracts, as authorized by Board Policy 6320 – Purchasing. It is the District's established practice, for Procurement Management Services to apply the contract amount for each approved extension, during the term of 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. 069-LL06	FERTILIZER, SPECIAL MIX	\$55,325	08/03/12 – 08/02/13
2. 096-HH01	STUDENT DESKS	\$15,656	08/04/12 – 11/02/12
3. 012-KK01	SCHOOL OFFICE FURNITURE/ CATALOG DISCOUNT BID	\$300,000	08/04/12 – 08/03/13
4. 105-FF10	COLLECTION-AGENCY SERVICES	N/A	08/25/12 – 08/24/13
5. 086-JJ01	CIRCULATION DESKS AND COMPONENTS	\$30,340	09/09/12 – 09/08/13
6. 003-JJ11	FIRE-ALARM COMPONENTS	\$22,322	09/10/12 – 09/09/13

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PROCUREMENT SERVICES

REVIEWED:   
School Board Attorney

APPROVED:   
Alberto M. Carvalho  
Superintendent of Schools

BSM/ae

## CONTRACT EXTENSION SUMMARY

Contract No.: 086-JJ01

Contract Title: CIRCULATION DESKS AND COMPONENTS

Board Meeting Date: September 9, 2009 – Agenda Item E-145

Purpose of Contract: The purpose of this contract is to purchase, at firm unit prices, quantities, as may be required, of library carrels, circulation desks, tables and components, for the Department of Library Media Services and Furniture, Fixture and Equipment.

Initial Award Amount: \$444,482

Initial Contract Award Period and Extension: September 9, 2009 – September 8, 2010  
One (1) year, 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.

Current Extension Amount: \$30,340

Current Extension Period: September 9, 2011 – September 8, 2012

Recommended Extension Award Amount: \$30,340

Recommended Extension Period: September 9, 2012 – September 8, 2013  
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.

Vendors Recommended for Contract Extension: Two (2)

Demaria Holdings, Inc., d.b.a. Mark Products, Inc.  
Institutional Products, Inc.

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, inasmuch as the Consumer Price Index (CPI), as of June 2012, indicated an increase of 3.0%. Staff has indicated satisfactory performance from the vendors and recommends extension. This extension is based on the terms, conditions and pricing contained in the original contract approved by the School Board.

Benchmark: Benchmarking was conducted against the Hernando County School Board, and the District's prices were found to be lower on most items.