


MEMORANDUM

October 11, 2012
M0085-BSM
BSM/995-1434

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

THROUGH: Richard H. Hinds, Chief Financial Officer

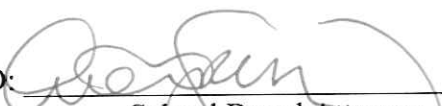
FROM: Barry S. Meltz, District Director
Procurement Management Services 

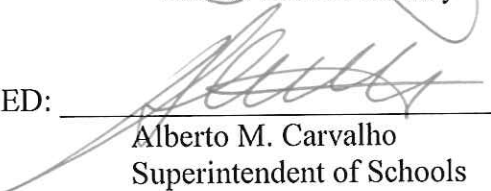
SUBJECT: SUPERINTENDENT'S EXTENSION OF CONTRACTS

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 contract. 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. 064-HH12	AUCTION SERVICES	Revenue Generating	01/01/13 – 03/31/13
2. 001-JJ12	MAIL-SORTING SERVICE	\$8,000	01/01/13 – 03/31/13
3. 015-KK06	CHILLER-SERVICE CONTRACTS	\$3,000,000	01/01/13 – 12/31/13

SUPERINTENDENT'S OFFICE
12 OCT 22 PM 1: 24
12 OCT 23 AM 10: 03
BSM/ae
FINANCIAL SERVICES
WL # 9190

REVIEWED: 
School Board Attorney

APPROVED: 
Alberto M. Carvalho
Superintendent of Schools

CONTRACT EXTENSION SUMMARY

Contract No.: 001-JJ12

Contract Title: MAIL-SORTING SERVICE

Board Meeting Date: November 18, 2008 – Agenda Item E-145

Purpose of Contract: The purpose of this contract is to furnish mail-sorting services, at a fixed percentage rebate, through the metering, presorting and commingling of the District's outgoing mail.

Initial Award Amount: N/A

Initial Contract Award Period and Extension: January 1, 2009 – December 31, 2010
One (1) year, with an option to extend for two (2) 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: \$35,200

Current Extension Period: January 1, 2012 – December 31, 2012

Recommended Extension Award Amount: \$8,000

Recommended Extension Period: January 1, 2013 – March 31, 2013
This is the final extension of the contract. The awardee has agreed to extend for an additional ninety (90) day period, by letter, on file.

Vendors Recommended for Contract Extension: One (1)

Arrowmail Presort Co., Inc.

Cost Savings: No

Justification: It is considered to be in the best interest of the District to extend this contract for an additional ninety (90) day period, to benefit from continuity of service. Staff has indicated satisfactory performance from the vendor and recommends extension. This extension is based on the terms, conditions and pricing contained in the original contract approved by the School Board.