

MEMORANDUM

SUPERINTENDENT'S OFFICE  
FEB -8 PM 4:15

February 7, 2013  
M0108-BSM  
BSM/995-2414

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. 009-MM06	BRAKE DRUMS AND BRAKE-LINING KITS	\$153,577	02/15/13 – 02/14/14
2. 021-LL10	BAD CHECK COLLECTION SERVICES (REBID)	N/A	05/11/13 – 05/10/14

REVIEWED:   
School Board Attorney

APPROVED:   
Alberto M. Carvalho  
Superintendent of Schools

BSM/ac

## CONTRACT EXTENSION SUMMARY

Contract No.: 021-LL10

Contract Title: BAD CHECK COLLECTION SERVICES (REBID)

Board Meeting Date: May 11, 2011 – Agenda Item E-143

Purpose of Contract: The purpose of this contract is to provide bad check collection services, for the Office of the Controller.

Initial Award Amount: N/A

Initial Contract Award Period and Extension: May 11, 2011 – May 10, 2012  
One (1) year, with an option to extend for six (6) 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: N/A

Current Extension Period: N/A

Recommended Extension Award Amount: N/A

Recommended Extension Period: May 11, 2013 – May 10, 2014  
This is the second extension of the contract. The awardee has agreed to extend for an additional one (1) year period, by letter, on file.

Vendors Recommended for Contract Extension: One (1)

TJEM, Inc., d.b.a. CheckCare

Cost Savings: Yes   
The vendor is offering a \$0.25 increase in the rebate amount for all checks collected in full, upon extension of the contract, if all schools have submitted their returned check bank release forms to their depository bank.

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 rebates and continuity of service. 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.