

MEMORANDUM

February 15, 2013

M0113-BSM

BSM/995-2414

SUPERINTENDENT'S OFFICE

2013 FEB 15 PM 3:49

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FINANCIAL SERVICES
WI # 9180

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

THROUGH: Richard H. Hinds, Chief Financial Officer

FROM: Barry S. Meltz, District Director
Procurement Management Services *[Signature]*

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. 031-HH05	PAPER, MULTIPURPOSE XEROGRAPHIC	\$163,000	04/16/13 – 07/15/13
2. 043-LL10	PROVIDE STATE-REQUIRED SCOLIOSIS-SCREENING FOR SIXTH GRADE STUDENTS	\$57,600	07/01/13 – 06/30/14

REVIEWED: *[Signature]*
School Board Attorney

APPROVED: *[Signature]*
Alberto M. Carvalho
Superintendent of Schools

BSM/ae

CONTRACT EXTENSION SUMMARY

Contract No.: 031-HH05

Contract Title: PAPER, MULTIPURPOSE XEROGRAPHIC

Board Meeting Date: April 16, 2008 – Agenda Item E-146

Purpose of Contract: The purpose of this contract is to purchase, at firm unit prices, quantities, as may be required, of multipurpose xerographic paper, for Stores and Mail Distribution stock.

Initial Award Amount: \$5,925,904.32

Initial Contract Award Period and Extension: April 16, 2008 – April 15, 2010
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.

Current Extension Amount: \$2,494,110

Current Extension Period: April 16, 2012 – April 15, 2013

Recommended Extension Award Amount: \$163,000

Recommended Extension Period: April 16, 2013 – July 15, 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)

Mac Papers, 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 fixed prices and 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.