

MEMORANDUM

March 6, 2013
M0118-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. 050-HH02	RENTAL OF CAPS AND GOWNS	\$86,851	07/01/13 – 09/30/13
2. 016-LL05	DIPLOMAS	\$114,000	07/02/13 – 07/01/14

SUPERINTENDENT'S OFFICE
2013 MAR -6 AM 11:27

REVIEWED: 

School Board Attorney

APPROVED: 

Alberto M. Carvalho
Superintendent of Schools

BSM/ae

CONTRACT EXTENSION SUMMARY

Contract No.: 016-LL05

Contract Title: DIPLOMAS

Board Meeting Date: February 9, 2011 – 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 diplomas, for various schools.

Initial Award Amount: \$315,840

Initial Contract Award Period and Extension: March 1, 2011 – July 1, 2013
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: N/A

Current Extension Period: N/A

Recommended Extension Award Amount: \$114,000

Recommended Extension Period: July 2, 2013 – July 1, 2014
This is the first 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)

Herff Jones, Inc.
Jostens, 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 January 2013, indicated an increase of 0.3% with an annual index of 1.6%. 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 School Board of Palm Beach County, Florida, and the District's prices were found to be approximately 13% lower.