

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 *Barry S. Meltz*

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: *[Signature]*
School Board Attorney

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

BSM/ae

CONTRACT EXTENSION SUMMARY

Contract No.: 050-HH02

Contract Title: RENTAL OF CAPS AND GOWNS

Board Meeting Date: May 21, 2008 – Agenda Item D-9

Purpose of Contract: The purpose of this contract is to purchase, at firm unit prices, quantities, as may be required, for the rental of caps and gowns, for various schools.

Initial Award Amount: \$287,500

Initial Contract Award Period and Extension: June 10, 2008 – June 30, 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: \$287,500

Current Extension Period: July 1, 2012 – June 30, 2013

Recommended Extension Award Amount: \$86,851

Recommended Extension Period: July 1, 2013 – September 30, 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)

Herff Jones, Inc. – Cap & Gown Division

Cost Savings: No \surd

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.