

MEMORANDUM

August 12, 2013  
M0139-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

FINANCIAL SERVICES  
11/14/13 09:50

13 AUG 19 AM 10:47

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. 066-JJ06	PEST CONTROL, EXTERMINATION AND REMOVAL SERVICES	\$77,733	08/10/13 – 11/09/13
2. 075-KK10	LEGAL TRANSLATION AND INTERPRETATION SERVICES	N/A	09/07/13 – 12/06/13
3. 074-KK10	COURT-REPORTING SERVICES	N/A	09/07/13 – 12/06/13
4. 003-JJ11	FIRE-ALARM COMPONENTS	\$16,372	09/10/13 – 09/09/14

SUPERINTENDENT'S OFFICE  
2013 AUG 19 PM 3:05

REVIEWED:   
School Board Attorney

APPROVED:   
Alberto M. Carvalho  
Superintendent of Schools

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879.12  
878.19 13-1591

## CONTRACT EXTENSION SUMMARY

Contract No.: 074-KK10

Contract Title: COURT-REPORTING SERVICES

Board Meeting Date: September 7, 2010 - Agenda Item E-145

Purpose of Contract: The purpose of this contract is to obtain court-reporting services, on an as-needed basis, for the Office of the School Board Attorney.

Initial Award Amount: N/A

Initial Contract Award Period and Extension: September 7, 2010 – September 6, 2013  
Three (3) years, 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: N/A

Current Extension Period: N/A

Recommended Extension Award Amount: N/A

Recommended Extension Period: September 7, 2013 – December 6, 2013  
This is the first and final extension of the contract. The awardees have agreed to extend for an additional ninety (90) day period, by letter, on file.

Vendors Recommended for Contract Extension: Three (3)

Apex Reporting Group, d.b.a. Official Reporting Services, LLC  
Kress & Associates, LLC  
Cheryl Corlazzoli

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.