

## MEMORANDUM

August 28, 2013  
M0139-BSM  
BSM/995-2414

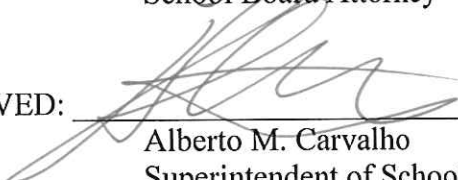
TO: Mr. Alberto M. Carvalho, Superintendent of Schools

THROUGH: Richard H. Hinds, Chief Financial Officer

FROM: Barry S. Meltz, District Director  
Procurement Management ServicesSUBJECT: **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. 038-LL03	MISCELLANEOUS CAFETERIA SUPPLIES	\$2,000,000	09/07/13 – 09/06/14
2. 006-NN06	IRRIGATION-SYSTEM REPLACE- MENT AND GENERAL REPAIRS (REBID)	\$79,792	10/10/13 – 10/09/14
3. 066-LL05	PAPER, LASER-PRINTER ROLL (ITS)	\$91,440	10/15/13 – 10/14/14
4. 010-KK11	FIRE-SUPPRESSION SYSTEMS SERVICES CONTRACT	\$150,000	10/17/13 – 10/16/14
5. 002-MM05	LATEX GLOVES	\$150,000	11/23/13 – 11/22/14

REVIEWED:   
School Board AttorneyAPPROVED:   
Alberto M. Carvalho  
Superintendent of Schools

BSM/aay

## CONTRACT EXTENSION SUMMARY

Contract No.: 066-LL05

Contract Title: Paper, Laser-Printer Roll (ITS)

Board Meeting Date: September 7, 2011 - Agenda Item E-142

Purpose of Contract: The purpose of this contract is to establish a list of preapproved vendors, to purchase, at firm unit prices, quantities, as may be required, of laser-printer roll paper, for Stores and Mail Distribution stock.

Initial Award Amount: \$200,000

Initial Contract Award Period and Extension: October 15, 2011 – October 14, 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: \$91,440

Recommended Extension Period: October 15, 2013 – October 14, 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)

Best Forms & Label printing, Inc.  
Unisource Worldwide, Inc.

Cost Savings: No ✓

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 July 2013, indicated an increase of 0.2% with an annual index of 2.0%. 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 against the other agencies is not possible, inasmuch as the School Boards of Broward and Palm Beach Counties have contracts for laser-printer paper, but different models.