

MEMORANDUM

November 13, 2013  
M0149-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 contract is 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 extension listed below:

<u>CONTRACT NO.</u>	<u>CONTRACT TITLE</u>	<u>AWARD AMOUNT</u>	<u>EXTENSION PERIOD</u>
2. 019-KK10	STATE LEGISLATIVE CONSULTANT	\$60,000	01/13/14 – 04/12/14
3. 091-HH10	PROVIDE TRAVEL AGENCY SERVICES TO THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA	N/A	01/14/14 – 04/13/14

14 JAN -8 AM 8:27  
FINANCIAL SERVICES  
# 0180

SUPERINTENDENT'S OFFICE  
2014 JAN -8 AM 10:43  
BSM/aay

REVIEWED: [Signature]  
School Board Attorney 1/8/13  
APPROVED: [Signature]  
Alberto M. Carvalho  
Superintendent of Schools

## CONTRACT EXTENSION SUMMARY

Contract No.: 091-HH10

Contract Title: PROVIDE TRAVEL AGENCY SERVICES TO THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Board Meeting Date: January 14, 2009 - Agenda Item E-143

Purpose of Contract: The purpose of this contract is to provide travel-agency services to The School Board of Miami-Dade County, Florida.

Initial Award Amount: N/A

Initial Contract Award Period and Extension: January 14, 2009 – January 13, 2012  
Three (3) years, with an option to extend for one (1) additional two (2) year period 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: January 14, 2012 – January 13, 2014

Recommended Extension Award Amount: N/A

Recommended Extension Period: January 14, 2014 – April 13, 2014  
This is the 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: One (1)

Business Travel Advisors, Inc.

Cost Savings: **Yes**   
BTA has reduced the service fees of group travel by \$2, making it the same as if it were for a single transaction of \$25 per ticket.

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 vendors and recommends extension. This extension is based on the terms, conditions and pricing contained in the original contract approved by the School Board.