

MEMORANDUM

March 14, 2014

M0175-BSM

BSM/995-2414

SUPERINTENDENT'S OFFICE

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>
1. 001-NN05	PAPER GOODS, CUSTODIAL	\$966,042	05/08/14 – 05/07/15
2. 019-MM10	PEST-CONTROL SERVICES	\$400,000	06/13/14 – 06/12/16
<p>X { This is specialized pest-control services, which is why this contract was awarded on an RFP. It was necessary to ensure that the awarded vendor had the necessary expertise to perform these services continually around food and students. This vendor was checked and all previous vendor submittals with OEO, and there are no certified SBE/MBE firms listed at this time. During the term of this extension, both Procurement and OEO will work to ensure additional SBE/MBE vendors.</p>			
3. 016-LL05	DIPLOMAS	\$102,469	07/02/14 – 07/01/15

REVIEWED:

School Board Attorney

APPROVED:

Alberto M. Carvalho (m)
Alberto M. Carvalho
Superintendent of Schools

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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: \$114,000

Current Extension Period: July 2, 2013 – July 1, 2014

Recommended Extension Award Amount: \$102,469

Recommended Extension Period: July 2, 2014 – July 1, 2015
This is the second 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 y

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 2014, indicated an increase of 0.1% with an annual index increase 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, and the District's prices were found to be lower.

A handwritten signature in dark ink, consisting of a long horizontal stroke followed by a stylized, looped flourish.