

MEMORANDUM

May 16, 2014
M0185-BSM
BSM/995-2414

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


THROUGH: Richard H. Hinds, Chief Financial Officer

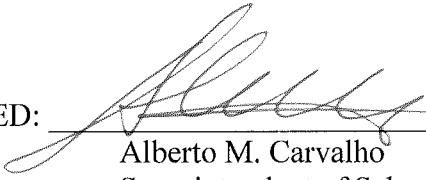
FROM: Barry S. Meltz, District Director
Procurement Management Services

SUBJECT: SUPERINTENDENT'S EXTENSION OF CONTRACTS

The following 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 contracts. 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 PERIOD</u>
1. 048-NN05	ART AND SPECIALTY PAPER	\$330,000	06/19/14 – 06/18/15
2. 066-LL05	PAPER, LASER-PRINTER ROLLS (ITS)	\$91,440	07/02/14 – 07/01/15
3. 069-LL06	FERTILIZER, SPECIAL MIX	\$16,852	08/03/14 – 11/02/14
4. 065-KK09	BLEACHERS REPAIR AND REPLACEMENT	\$300,000	10/19/14 – 10/18/15

REVIEWED: 
School Board Attorney

APPROVED: 
Alberto M. Carvalho
Superintendent of Schools

CONTRACT EXTENSION SUMMARY

Contract No.: 048-NN05

Contract Title: ART AND SPECIALTY PAPER

Board Meeting Date: June 19, 2013 – Agenda Item E-142

Purpose of Contract: The purpose of this contract is to purchase, at firm unit prices, quantities, as may be required, of art and specialty paper, for Stores and Mail Distribution stock.

Initial Award Amount: \$400,000

Initial Contract Award Period and Extension: June 19, 2013 – June 18, 2014
One (1) year, 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: \$330,000

Recommended Extension Period: June 19, 2014 – June 18, 2015
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)

AFP Industries, Inc. – M/WBE
Pyramid Paper Company

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. Special Condition #5 of the bid states in part that “fluctuating market conditions may affect the ability of the awarded bidder(s) to maintain the original bid prices during the extension period. Therefore, the awarded bidder(s) may request a price adjustment based on verifiable changes in the market”. The bidders have indicated an average price increase of 0.03%, along with the supporting documents. The Consumer Price Index (CPI), as of March 2014, has also indicated an increase of 0.2% with an annual index increase of 1.5%. 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 could not be conducted for this commodity due to the volatility of the current market conditions as reflected in the Bureau of Labor Statistics, U.S. Department of Labor for March 2014.