

## 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 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 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

BSM/aay

## **CONTRACT EXTENSION SUMMARY**

Contract No.: 066-LL05

Contract Title: PAPER, LASER-PRINTER ROLLS (ITS)

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

Purpose of Contract: The purpose of this contract is to establish an approved list of 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: \$91,440

Current Extension Period: October 15, 2013 – October 14, 2014

Recommended Extension Award Amount: \$91,440

Recommended Extension Period: July 2, 2014 – July 1, 2015  
This is the second extension of the contract. The awardee has agreed to extend for an additional one (1) year period, by letter, on file.

Vendors Recommended for Contract Extension: One (1)

Best Forms & Label Printing, 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 March 2014, indicated an increase of 0.2% with an annual index increase of 1.5%. 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.

Benchmark: Attempts were made to benchmark against the School Boards of Broward and Palm Beach Counties, however, the models are not similar, so benchmarking could not be performed.