

MEMORANDUM

November 8, 2017  
**M0520-MYT**  
 MYT/995-1434

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

THROUGH: Ron Y. Steiger, Chief Financial Officer

FROM: Melody Y. Thelwell, Chief Procurement Officer  
 Procurement Management Services

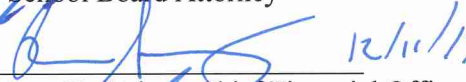


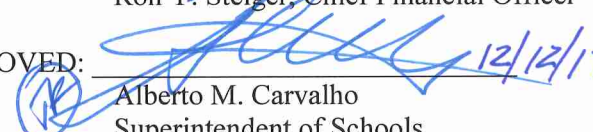
SUBJECT: **SUPERINTENDENT'S EXTENSION OF CONTRACTS**

The following contracts are requested to be approved as Superintendent's Extension of Contracts, as authorized by School 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:

Contract Number	Contract Title	Board Approval Date	#of Extensions Granted	Board Approved Amount	Board Approved Term	#of Extensions Used	Current Contract Expenditures	New Contract Amount	New Contract Term	Reason For Contract extension vs. re-Bid
ITB-15-010-YWP	Relocation, Assembly and Installation of Logistics	December 15, 2015	2 - 1 year term	\$1,300,000	2 years	0	\$1,305,010.57	\$433,300	1/13/2018 through 1/12/2019	Originating department has requested to utilize first extension.

REVIEWED:  12/7/17  
 School Board Attorney

RECOMMENDED:  12/11/17  
 Ron Y. Steiger, Chief Financial Officer

APPROVED:  12/12/17  
 Alberto M. Carvalho  
 Superintendent of Schools

FINANCIAL SERVICES  
 MW # 9180

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 SUPERINTENDENT'S OFFICE

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 17-00-1019-JPL

## CONTRACT EXTENSION SUMMARY

Contract No.: **ITB-15-010-YWP**

Contract Title: **RELOCATION, ASSEMBLY AND INSTALLATION OF LOGISTICS**

Board Meeting Date: December 15, 2015                      Agenda Item: F-61

Purpose of Contract: The purpose of this contract is to purchase, at firm unit prices, services to furnish the relation, assembly, installation and set-up of existing offices, heavy machine shop equipment, commercial kitchen equipment, media centers, classroom furniture, and specified fixtures and equipment, as required for Capital Improvements and various locations..

Initial Award Amount: \$1,300,000

Initial Contract Award Period and Extension: January 13, 2016 through January 12, 2018  
Three (3) years, with an option to extend for two (2) additional one (1) year period beyond the expiration date of the current contract period.

Current Extension Amount: N/A

Current Extension Period: N/A

Recommended Extension Award Amount: \$433,300

Recommended Extension Period: January 13, 2018 through January 12, 2019  
This is the first and only 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: Three (3)

1. Beltmann Relocation Group
2. Millenium Relocation Services, Inc.
3. Venture Logistics, LLC.

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 December 2016, indicated an increase of 0.3%. Staff has indicated satisfactory performance from the vendor and recommends extension. This extension is based on the terms and conditions contained in the original contract approved by the School Board.

Benchmark: N/A

Authorization to proceed with extension:  Approved

Denied

Buyer:   
Charisma Hodge, Procurement Analyst

Date: 11/11/2017

  
Melody Y. Thelwell, Chief Procurement Officer

Date: 12/4/17.