

MEMORANDUM

October 3, 2018  
**M0820 -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

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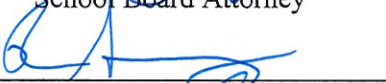
FINANCIAL SERVICES  
 # 9100

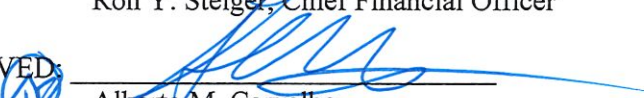
SUBJECT: **SUPERINTENDENT'S EXTENSION OF CONTRACTS**

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-15-011-MT   | Student Travel Services | November 18, 2015   | 2 - 1 year extensions  | Board awarded purchases on an as needed basis. | 3 years             | 0                   | \$64,455.31                   | \$0 - Board awarded purchases on an as needed basis. | 11/18/2018 through 11/17/2019 | Originating department has requested to utilize first extension. |

REVIEWED:  10/9/18  
 School Board Attorney

RECOMMENDED:   
 Ron Y. Steiger, Chief Financial Officer

APPROVED:   
 Alberto M. Carvalho  
 Superintendent of Schools

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SUPERINTENDENT'S OFFICE

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10-11-955-ALC

## **CONTRACT EXTENSION SUMMARY**

Contract No.: **ITB-15-011-MT**

Contract Title: **STUDENT TRAVEL SERVICES**

Board Meeting Date: November 18, 2015                      Agenda Item: E-143

Purpose of Contract: The purpose of this contract is to provide student travel services, specifically in and out of the State of Florida for The School Board of Miami-Dade County, Florida.

Initial Award Amount: \$0 – Board awarded purchases on an as needed basis.

Initial Contract Award Period and Extension: November 18, 2015 through November 17, 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: \$0 – Board awarded purchases on an as needed basis.

Recommended Extension Period: November 18, 2018 through November 17, 2019  
This is the first and only 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: Sixteen (16)


1. BlackHistoryTours.com, Inc.
2. Business Travel Advisors, Inc.
3. Destination Services Unlimited, Inc.
4. Explore With Excellence, Inc.
5. Feat Travel, Inc.
6. Flamingo Educational Tours of Florida, Inc.
7. Florida Safari Adventures, Inc.
8. Kings College Tours, Inc.
9. Lakeland Tours, LLC
10. My Personal Assistant, Inc. dba Educational Field Trips
11. Profesional Vacations, Inc dba Learning by Travel
12. Brenda Steele, LLC dba Scholastic Journeys
13. Shoreside Connections, Inc
14. Sonshine Educational Tours, Inc
15. Spectrum Tours, Inc
16. Vagabond Tours, Inc. dba Educational Travel Adventures

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, Director

Date: 10/3/2018

  
Melody Y. Thelwell, Chief Procurement Officer

Date: 10/3/18