

MEMORANDUM

June 5, 2019  
**M0883-MYT**  
 MYT/995-1434

**RUSH**

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 extension 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-16-048-CV	Lawn Equipment, Power	November 15, 2017	3-1year	\$1,000,000	2 years	0	\$257,777.00	\$500,000	11/15/19 through 11/14/20	Originating department has requested to utilize first extension.

REVIEWED: \_\_\_\_\_

School Board Attorney

RECOMMENDED: \_\_\_\_\_

Ron Y. Steiger, Chief Financial Officer

APPROVED: \_\_\_\_\_

Alberto M. Carvalho  
 Superintendent of Schools

SUPERINTENDENT'S OFFICE  
 2019 AUG 30 AM 9:19

FINANCIAL SERVICES  
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## CONTRACT EXTENSION SUMMARY

Contract No.: ITB-16-048-CV

Contract Title: Lawn Equipment, Power

Board Meeting Date: November 15, 2017                      Agenda Item: E-141

Purpose of Contract: The purpose of this Invitation To Bid (ITB) is to establish a contract, at firm fixed prices, for the purchase and delivery of lawn equipment.

Initial Award Amount: \$1,000,000

Initial Contract Award Period and Extension: November 15, 2017 – November 14, 2019  
Two (2) years, with an option to extend for three (3) additional one (1) year periods.

Current Extension Amount: N/A

Current Extension Period: N/A

Recommended Extension Award Amount: \$500,000

Recommended Extension Period: November 15, 2019 – November 14, 2020  
This is the first extension of the contract. The awardees have agreed to extend for an additional one year period, by letter, on file.

Vendors Recommended for Contract Extension: two (2)

Allied Paper Company D.B.A Allied Paper & Company   **SBE/MBE**  
Joe Blair Garden Supply   **SBE**

Cost Savings: N/A

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 April 2019, indicated an increase of 0.3% with an annual index of 2.0%. 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 Broward and Palm Beach Counties, Florida. However, since there were differences in the bid specifications, a price comparison could not be performed.

Approved

Denied

Procurement Analyst: C. Vance

Date: 6/6/19

Melody Thelwell  
Melody Thelwell, Chief Procurement Officer

Date: 6/6/19