

MEMORANDUM

July 18, 2019
M0896-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 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-15-051-MT	Student and Class Pictures	September 7, 2016	2-1/year	N/A	3 years	0	N/A	N/A	9/7/2019 through 3/6/2020	Originating department has requested to utilize first extension for these services, while a new ITB will be released and awarded by December 2019.

REVIEWED:

School Board Attorney

RECOMMENDED:

Ron Y. Steiger, Chief Financial Officer

APPROVED:

Alberto M. Carvalho
 Superintendent of Schools

MYT:TR

2019 AUG 19 PM 2:32

FINANCIAL SERVICES

2019 AUG 20 PM 12:14
 SUPERINTENDENT'S OFFICE

1251.10 19-00-692-JPT

CONTRACT EXTENSION SUMMARY

Contract No.: ITB-15-051-MT

Contract Title: Student and Class Pictures

Board Meeting Date: September 7, 2016

Agenda Item: E-144

Purpose of Contract: The purpose of contract is to establish a list of preapproved vendor to provide student and class picture services for Miam-Dade County Public Schools.

Initial Award Amount: N/A

Initial Contract Award Period and Extension: September 7, 2016 – September 6, 2019
Three (3) year period and, with an option to extend for two (2) additional one (1) year periods.

Recommended Extension Award Amount: N/A

Recommended Extension Period: September 7, 2019 – March 6, 2020
This is the first extension of the contract. The awardee has agreed to extend for an additional six (6) month period, by letter on file.

Vendors Recommended for Contract Extension: Five (5)

Graduate Services Miami, Inc – DBA HJ Miami Photo
Fox-Mar Photography, Inc
Strawbridge Studios, Inc
Iconic Group (Florida) Inc – DBA GradImages
Twomatos, Inc

Cost Savings: N/A

Justification: It is considered to be in the best interest of the District to extend this contract for an additional six (6) month period, to benefit from fixed prices and continuity of service, inasmuch as the Consumer Price Index (CPI), as of June 2019, indicated an increase of 0.1%. 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: Attempts were made to benchmark against the School Boards of Broward and Palm Beach counties; however, the terms and conditions are not similar, so benchmarking could not be performed.

Authorization to proceed with extension:



Approved



Denied

Buyer:

Tellise Roberts

Tellise Roberts, FF&E Supervisor I

Date:

7/18/2019

Melody Y. Thelwell

Melody Y. Thelwell, Chief Procurement Officer

Date:

7/19/19.