

MEMORANDUM

July 18, 2019  
**M0897-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-16-009-MT	Student and Class Pictures for Certified Small Businesses	September 7, 2016	2- 1/year	NA	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:  8/2/19  
 School Board Attorney

RECOMMENDED:   
 Ron Y. Steiger, Chief Financial Officer

APPROVED:   
 Alberto M. Carvalho  
 Superintendent of Schools

2019 AUG 20 PM 12:14  
 SUPERINTENDENT'S OFFICE

FINANCIAL SERVICES

2019 AUG 19 PM 2:32

MYT:TR

1237.24 19-00-691-SP I



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