

# MEMORANDUM

December 1, 2022  
M1288-CM  
CM/995-2364

TO: Dr. Jose L. Dotres, Superintendent of Schools

THROUGH: Ron Y. Steiger, Chief Financial Officer

FROM: Charisma Montfort, Interim Chief Procurement Officer *CM*  
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 Contract Amount	Board Approved Term	# of Extensions Used	Total Contract Expenditures	New Total Contract Amount	New Contract Term	Reason for Contract Extension vs. Re-Bid
ITB-16-071-HR	Rental of Caps and Gowns	December 19, 2018	3 1-year	\$700,000	2 years	2	N/A	\$350,000	December 19, 2022 – December 18, 2023 (One Year)	Originating department has requested to utilize the third and final contract extension.

REVIEWED:  Digitally signed by Aili Graupera  
Date: 2022.12.08 15:52:00 -05'00'

School Board Attorney

RECOMMENDED:   
Ron Y. Steiger, Chief Financial Officer

APPROVED:   
Dr. Jose L. Dotres  
Superintendent of Schools

CM:js

(Carla)

### CONTRACT EXTENSION SUMMARY

Contract No.: ITB-16-071-HR

Contract Title: RENTAL OF CAPS AND GOWNS

Board Meeting Date: December 19, 2018

Agenda Item: E-146

Purpose of Contract: The purpose of this Invitation to Bid (ITB) is to establish a firm-fixed unit prices, quantities as may be required, for the rental of caps and gowns for various Miami-Dade County Public Schools locations throughout the District.

Initial Award Amount: \$700,000

Initial Contract Award Period and Extension: December 19, 2018 through December 18, 2020  
Two (2) years, with an option to extend for three (3) additional one (1) year periods.

Required Licenses and/or Certifications: Yes, see attached. ☐ No ☒

Current Extension Amount: \$350,000

Current Extension Period: December 19, 2021 - December 18, 2022

Recommended Extension Award Amount: \$350,000

Recommended Extension Period: December 19, 2022 – December 18, 2023  
This is the third and final extension of the contract. The awardee has agreed to extend for an additional one-year period, by letter on file.

Vendors Recommended for Contract Extension: One (1)

1. Herff Jones, LLC

Additional certified firms available: Yes, see attached. ☐ No ☒

OEO Verified Yes, see attached. ☒ No ☐

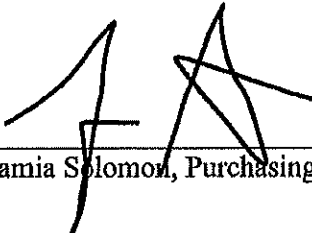
Cost Savings: No ☒

Justification: It is considered to be in the best interest of the District to extend this contract for an additional one year period, to benefit from fixed prices and continuity of service, inasmuch as the Consumer Price Index for All Urban Consumers (CPI-U), as of October 2022, indicated an increase of 0.4%. Staff has indicated satisfactory

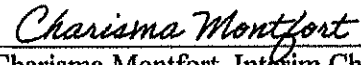
performance from the vendor(s) and recommends extension. This extension is based on the terms and conditions contained in the original contract approved by the School Board.

Benchmark: N/A

Authorization to proceed with extension: ☒ Approved  
☐ Denied

Buyer:   
Jamia Solomon, Purchasing Agent

Date: 12/2/2022

By:   
Charisma Montfort, Interim Chief Procurement Officer

Date: 12/9/2022