

MEMORANDUM

March 28, 2023
M1330-CM
CM/995-2364

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

THROUGH: Ron Y. Steiger, Chief Financial Officer

FROM: Charisma Montfort, 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-18-045-CM	Delivery of Testing Materials	June 19, 2019	2 1-year	\$226,320	3 years	1	\$31,000	\$75,440	July 1, 2023 through June 30, 2024 (One Year)	Originating department has requested to utilize the final contract extension.

REVIEWED:

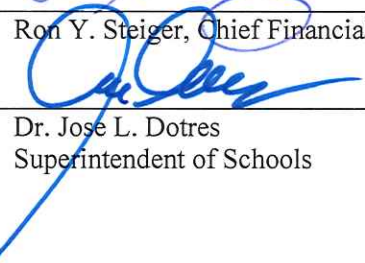

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School Board Attorney

RECOMMENDED:


Ron Y. Steiger, Chief Financial Officer

APPROVED:


Dr. Jose L. Dotres
Superintendent of Schools

CM:vf

CONTRACT EXTENSION SUMMARY

Contract No.: ITB-18-045-CM

Contract Title: Delivery of Testing Materials

Board Meeting Date: June 19, 2019

Agenda Item: E-142

Purpose of Contract: The purpose of this Invitation to Bid (ITB) is to establish a contract to furnish labor and transportation for the delivery of testing materials.

Initial Award Amount: \$226,320

Initial Contract Award Period and Extension: July 1, 2019 through June 30, 2022
Three (3) years, with an option to extend for two (2) additional one (1) year periods.

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

Current Extension Amount: \$75,440

Current Extension Period: July 1, 2022 through June 30, 2023

Recommended Extension Award Amount: \$75,440

Recommended Extension Period: July 1, 2023 through June 30, 2024
This is the final 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: One (1)

Comet Courier Corp.

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 (CPI), as of February 2023, indicated an increase of 0.4%. 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



Vanessa Flores, Procurement District Director

Date: 3/14/2023



Charisma Montfort, Chief Procurement Officer

Date: 3/31/2023