## MEMORANDUM

July 3, 2023 M1372-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 (M

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
TB-18-032-CM	Travel Agency Services	July 24, 2019 and November 20, 2019	2 l-year	N/A	3 years	I	\$108,327.48	N/A	July 24, 2023 through July 23, 2024 (One Year)	Originating department has requested to utilize the final contract extension.

REVIEWED:

Digitally signed by Alif Groupers
Date: 2023.07.07 15:05:24-04:00

School Board Attorney

RECOMMENDED:

on Y. Steiger, Chief Financial Officer

APPROVE

Dr. Jose L. Dotres

Superintendent of Schools

HE WINE IT HE SH

จักสโลเหมียนและเกล้

CM:vf

and the second second

## **CONTRACT EXTENSION SUMMARY**

Contract No.: ITB-18-032-CM

Contract Title: Travel Agency Services

Board Meeting Date: July 24, 2019 and November 20, 2019

Agenda Item: E-146 and E-146

Purpose of Contract:

The purpose of this Invitation to Bid (ITB) is to select qualified and experienced

travel agency services for District staff and student travel events.

Initial Award Amount: N/A

Initial Contract Award Period and Extension:

July 24, 2019 through July 23, 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

 $\sqrt{\phantom{a}}$ 

Current Extension Amount: N/A

Current Extension Period: July 24, 2022 through July 23, 2023

Recommended Extension Award Amount: N/A

Recommended Extension Period:

July 24, 2023 through July 23, 2024

This is the final 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: Twenty-five (25)

- 1. A Coast Tours, LLC
- 2. ACME Caribbean, LLC
- 3. Agencias de Viajes V.I.P./Ecuatours, Inc.
- 4. Blackhistorytours.com, Inc.
- 5. Brenda Steele L.L.C. dba Scholastic Journeys SBE/MWBE, NON-MINORITY WOMAN
- 6. Business Travel Advisors, Inc. SBE/MWBE, HISPANIC AMERICAN
- 7. Close Up Foundation, Incorporated
- 8. Destination Services Unlimited, Inc.
- 9. Dumonde Group, LLC dba Dumonde Travel
- 10. EF Institute for Cultural Exchange, Inc.
- 11. Feat Travel Inc. SBE
- 12. Flamingo Educational Tours of Florida, Inc. MWBE, NON-MINORITY WOMAN
- 13. Florida Safari Adventures, Inc. dba Build a Field Trip MBE/MWBE, NON-MINORITY WOMAN
- 14. Grand Edventures, Inc. dba Grand College Tours MBE
- 15. Group Travel Network, Inc.
- 16. Hemisphere Travel, Inc.
- 17. Junior Bus Tours, Inc.
- 18. King's College Tours, Inc. dba King Tours and Transportation SBE/MWBE, AFRICAN AMERICAN

20. Shoreside 21. Southwest 22. Spectrum 23. Sunbird C 24. Vagabond	Tours, LLC dba Worldstrides Connections, Inc. tern Travel, Inc. Tours, Inc. truise & Travel Corp. dba 360 S Tours, Inc. dba Educational Tr nterprises, Inc. dba Super Holida	avel Adv	ventures					
Additional cer	tified firms available:	Ye	s, see attached.		No	図		
OEO Verified			Yes, see attached.		No	а		
Cost Savings:	No 🗹							
Justification: It is considered to be in the best interest of the District to extend this contract additional one year period, to benefit from fixed prices and continuity of service, in as the Consumer Price Index for All Urban Consumers (CPI-U), as of April 2023, it an increase of 0.4%. Staff has indicated satisfactory performance from the vene recommends extension. This extension is based on the terms and conditions contain original contract approved by the School Board.								
Benchmark:	N/A							
Authorization	to proceed with extension:	⊠ Approved						
			Denied					
Vanossa Flore	Wates Frocurement District Direct Allow Howell	ctor	<del></del>		5/1			
	<u> </u>			Date:		2023		

Charisma Montfort, Chief Procurement Officer