

# MEMORANDUM

August 4, 2023  
M1368-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-19-014-HR	Bread and Bread Products	October 21, 2020	2 1-year	\$3,000,000	3 years	0	\$1,868,580.33	\$1,000,000	October 21, 2023 – October 20, 2024 (One Year)	Originating department has requested to utilize the first contract extension.

REVIEWED:  Digitally signed by Aili Graupera  
Date: 2023.08.09 16:41:05  
-04'00'

School Board Attorney

RECOMMENDED:   
Ron Y. Steiger, Chief Financial Officer

APPROVED:   
Dr. Jose L. Dotres  
Superintendent of Schools

CM:mc

## **CONTRACT EXTENSION SUMMARY**

Contract No.: ITB-19-014-HR

Contract Title: Bread and Bread Products

Board Meeting Date: October 21, 2020

Agenda Item: E-145

Purpose of Contract: The purpose of this Invitation to Bid (ITB) is to establish a contract, at firm fixed prices, with qualified firms, for the purchase of fresh delivered bread and bread products for use in the National School Lunch and School Breakfast Programs.

Initial Award Amount: \$3,000,000

Initial Contract Award Period and Extension: October 21, 2020 through October 20, 2023  
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: N/A

Current Extension Period: N/A

Recommended Extension Award Amount: \$1,000,000

Recommended Extension Period: October 21, 2023 through October 20, 2024  
This is the first 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. Flowers Baking Co. of Miami, 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 May 2023, indicated an increase of 0.1%. 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: Maritza Cozart  
Maritza Cozart, Procurement Analyst

Date: August 4, 2023

By: Charisma Montfort  
Charisma Montfort, Chief Procurement Officer

Date: 8/4/2023