

**MEMORANDUM**

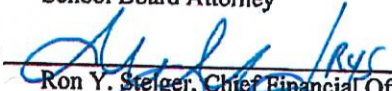
December 20, 2023  
 M1464-CM  
 CM/995-2364

**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
11'B-20-044-HR	Fresh Produce	May 19, 2021	2 1-year	\$21,000,000	3 years	0	\$12,749,523.82	\$7,000,000	July 1, 2024 – June 30, 2025 (One Year)	Originating department has requested to utilize the first contract extension.

REVIEWED:   
 Aili Graupera  
 Office of General Counsel  
 2023.12.21 14:41:49 -05'00'  
 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-20-044-HR

Contract Title: Fresh Produce

Board Meeting Date: May 19, 2021

Agenda Item: E-145

Purpose of Contract: The purpose of this Invitation to Bid (ITB) is to establish a contracts for the purchase and delivery of fresh produce.

Initial Award Amount: \$21,000,000

Initial Contract Award Period and Extension: July 1, 2021 through June 30, 2024  
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: \$7,000,000

Recommended Extension Period: July 1, 2024 through June 30, 2025  
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. Mac Edwards Produce & Company, Inc.

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 November 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

*Maritza Cozart*  
Buyer: \_\_\_\_\_  
Maritza Cozart, Procurement Analyst

12/19/2023  
Date: \_\_\_\_\_

*Charisma Montfort*  
By: \_\_\_\_\_  
Charisma Montfort, Chief Procurement Officer

12/20/2023  
Date: \_\_\_\_\_