

# MEMORANDUM

October 16, 2024  
**M1565-CM**  
CM/995-1434

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

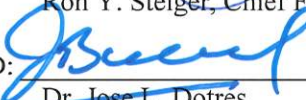
## SUBJECT: SUPERINTENDENT'S EXTENSION OF CONTRACTS

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-20-055-MC   | Pest Control Items | December 15, 2021   | 2 1-year                | \$165,000                      | 3 years             | 0                    | \$115,229.99                | \$55,000                  | December 15, 2024 – December 14, 2025 (One Year) | Originating department has requested to utilize the first contract extension |

REVIEWED:  Ailii Graupera  
Office of General Counsel  
2024.10.29 18:15:11 -04'00'  
\_\_\_\_\_  
School Board Attorney

RECOMMENDED:  \_\_\_\_\_  
Ron Y. Steiger, Chief Financial Officer

APPROVED:  \_\_\_\_\_  
Dr. Jose L. Dotres  
Superintendent of Schools

Jose Bueno  
Designee

CM:js

## CONTRACT EXTENSION SUMMARY

Contract No.: ITB-20-055-MC

Contract Title: Pest Control

Board Meeting Date: December 15, 2021

Agenda Item: E-142

Purpose of Contract: The purpose of this Invitation to Bid (ITB) is to establish contracts, at firm-fixed prices, for the purchase of pest control items, as needed through the Stores and Mail Distribution Warehouse.

Initial Award Amount: \$165,000

Initial Contract Award Period and Extension: December 15, 2021 through December 14, 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 ☒

Recommended Extension Award Amount: \$55,000

Recommended Extension Period: December 15, 2024 – December 14, 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. SiteOne Landscape Supply, LLC

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

OEO Verified Yes, see attached. ☒ No ☐

Cost Savings: No ☒

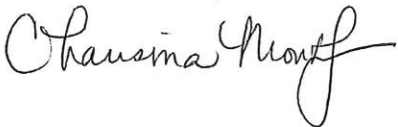
Justification: It is considered to be in the best interest of the District to extend this contract for an additional one year period, to benefit from fixed prices and continuity of service, inasmuch as the Consumer Price Index for All Urban Consumers (CPI-U), as of September 2024, indicated an increase of 0.2%. 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, Procurement Analyst

Date: 10/17/2024

By:   
Charisma Montfort, Chief Procurement Officer

Date: 10/28/2024