

MEMORANDUM

May 15, 2025
M1686-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-20-017-VF	Auction Services	July 14, 2021	2 1-year	Maximum Buyer's Premium Fee of 4.95%	3 years	1	N/A (revenue generating) Profits: FY 21-22 \$338,393.17 FY 22-23 \$125,474.58 FY 23-24 \$121,466.11 FY 24-25 (to date) \$511,356.58	N/A	July 14, 2025 – July 13, 2026 (One Year)	Originating department has requested to utilize the second and final contract extension.

REVIEWED: John Philip Lafelice 5/21/25
 School Board Attorney

RECOMMENDED: *[Signature]*
 Ron Y. Steiger, Chief Financial Officer

APPROVED: *[Signature]* 5/27/2025
 Dr. Jose L. Dotres
 Superintendent of Schools

Jose Bueno
Designee

CM:vf

CONTRACT EXTENSION SUMMARY

Contract No.: ITB-20-017-VF

Contract Title: Auction Services

Board Meeting Date: July 14, 2021

Agenda Item: E-143

Purpose of Contract: The purpose of this Invitation to Bid (ITB) is to establish a contract, for auction services.

Initial Award Amount: Maximum Buyer's Premium Fee of 4.95%

Initial Contract Award Period and Extension: July 14, 2021 – July 13, 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: July 14, 2024 – July 13, 2025

Recommended Extension Award Amount: N/A

Recommended Extension Period: July 14, 2025 – July 13, 2026
This is the second and final 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. Bidera 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 (CPI), as of March 2025, indicated a decrease of 0.1%. 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: 4/18/2025



Charisma Montfort, Chief Procurement Officer

Date: 5/15/2025