

MEMORANDUM

July 21, 2025
M1632-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

RUSH

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 for Previous Period	New Total Contract Amount	New Contract Term	Reason for Contract Extension vs. Re-Bid
ITB-22-031-JS	Copy Paper	July 24, 2024	4 1-year	\$1,500,000	1 year	0	\$ 495,024 (11 months)	\$1,500,000	July 24, 2025 – July 23, 2026 (One Year)	Originating department has requested to utilize the first contract extension.

REVIEWED: _____

Ailli Graupera
Digitally signed by Ailli Graupera
Date: 2025.07.21 15:13:04 -04'00'

School Board Attorney

RECOMMENDED: _____

Ron Y. Steiger
Ron Y. Steiger, Chief Financial Officer

APPROVED: _____

Dr. Jose L. Dotres
Dr. Jose L. Dotres
Superintendent of Schools

Jose Bueno
Jose Bueno
Designee

CM:js

7/24/2025

CONTRACT EXTENSION SUMMARY

Contract No.: ITB-22-031-JS

Contract Title: Copy Paper

Board Meeting Date: July 24, 2024

Agenda Item: E-142

Purpose of Contract: The purpose of this Invitation to Bid (ITB) is to establish a contract with firm-fixed pricing for the purchase of paper for printing and copy machine processing for Miami-Dade County Public Schools.

Initial Award Amount: \$1,500,000

Initial Contract Award Period and Extension: July 24, 2024 through July 23, 2025
One (1) year, with an option to extend for four (4) 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: \$1,500,000

Recommended Extension Period: July 24, 2025 – July 23, 2026
This is the first 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: Two (2)

1. Staples Contract & Commercial LLC
2. All Florida Paper, LLC

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

OEEA Verified: Yes, see attached. ☒ No ☐

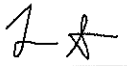
Cost Savings: No ☒

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 2025, indicated an increased 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: 
Jamia Solomon, Purchasing Agent

Date: 07/11/2025

By: 
Charisma Montfort, Chief Procurement Officer

Date: 7/21/2025