

MEMORANDUM

October 18, 2025
M1725-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 for Previous Period	New Total Contract Amount	New Contract Term	Reason for Contract Extension vs. Re-Bid
ITB-22-048-JS	Rental of Caps and Gowns	December 20, 2023	3 1-year	N/A	2 years	0	\$9,868.30 (9 months)	N/A	December 20, 2025 – December 19, 2026 (One Year)	Originating department has requested to utilize the first contract extension.

REVIEWED: _____

Alill Graupera
Digitally signed by Alill Graupera
Date: 2025.10.08 16:42:49 -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

10/16/2025
Jose Bueno
Designee

CM:js

CONTRACT EXTENSION SUMMARY

Contract No.: ITB-22-048-JS

Contract Title: Rental of Caps and Gowns

Board Meeting Date: December 20, 2023

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 rental of caps and gowns for various Miami-Dade County Public Schools' locations.

Initial Award Amount: N/A

Initial Contract Award Period and Extension: December 20, 2023 through December 19, 2025
Two (2) years, with an option to extend for three (3) 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:

Recommended Extension Period: December 20, 2025 – December 19, 2026
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. Herff Jones, LLC

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

OBEA 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 August 2025, indicated an increase of 0.4%. 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 Buyer

Date 10/8/2025

By: 
Charisma Montfort, Chief Procurement Officer

Date: 10/8/2025