

MEMORANDUM

June 4, 2026
M1789-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-22-031-JS	COPY PAPER	July 24, 2024	4 1-year	\$1,500,000	1 years	1	N/A	\$1,500,000	July 24, 2026 – July 23, 2027 (One Year)	Originating department has requested to utilize the second contract extension.

REVIEWED:

Alana Yanez
 School Board Attorney

RECOMMENDED:

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

APPROVED:

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

Jose Bueno
Designee
 6/23/2026

CM:js

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: \$1,500,000

Current Extension Period: July 24, 2025 - July 23, 2026

Recommended Extension Award Amount: \$1,500,000

Recommended Extension Period: July 24, 2026 – July 23, 2027
This is the second 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. STAPLES CONTRACT & COMMERCIAL LLC

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

OCPEBA 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 January 2026, 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: JS
Jamia Solomon, Purchasing Agent

Date: 3/9/2026

By: Charisma Montfort
Charisma Montfort, Chief Procurement Officer

Date: 6/4/2026