

MEMORANDUM

June 4, 2026
M1831-CM
 CM/995-1434

TO: Dr. Jose L. Dotres, Superintendent of Schools

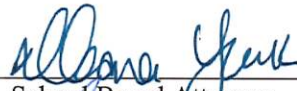
THROUGH: Ron Y. Steiger, Chief Financial Officer

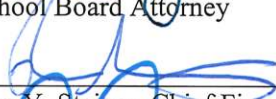
FROM: Charisma Montfort, Chief Procurement Officer *CM*
 Procurement Management Services

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
ITN-20-007-DP	Copier Services	June 23, 2021	1 5-year	\$18,000,000	5 years	0	\$8,452,668.31 (4 years and 10 months)	\$370,000	July 1, 2026 – September 28, 2026 (90 days)	Originating department has requested to utilize the 90 day extension period available under the contract.

REVIEWED: 
 School Board Attorney

RECOMMENDED: 
 Ron Y. Steiger, Chief Financial Officer

APPROVED: 
 Dr. Jose L. Dotres
 Superintendent of Schools

CM:yg

CONTRACT EXTENSION SUMMARY

Contract No.: ITN-20-007-DP

Contract Title: Copier Services

Board Meeting Date: June 23, 2021

Agenda Item: E-143

Purpose of Contract: The purpose of this Invitation to Negotiate (ITN) is to establish contracts, for the purchase and leasing of multifunction copiers by Miami-Dade County Public Schools.

Initial Award Amount: \$18,000,000

Initial Contract Award Period and Extension: July 1, 2021 through June 30, 2026
Five (5) years, with an option to extend for one (1) additional five (5) year period, and if needed, an additional ninety (90) days beyond the expiration of the renewal period.

Required Licenses and/or Certifications: Yes, see attached. ☐ No ☒

Current Extension Amount: N/A

Current Extension Period: N/A

Recommended Extension Award Amount: \$370,000

Recommended Extension Period: July 1, 2026 through September 28, 2026
The District is exercising the 90-day extension period available under the contract. The awardee has agreed to extend for an additional 90-day period, by letter on file.

Vendors Recommended for Contract Extension: One (1)

1. Ricoh USA, Inc.

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 90-day period, to benefit from fixed prices and continuity of service, inasmuch as the Consumer Price Index for All Urban Consumers (CPI-U), as of April 2026, indicated an increase of 0.6%. 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: Yusbel Gonzalez
Yusbel Gonzalez, Purchasing Agent

Date: 5/21/2026


By: _____
Charisma Montfort, Chief Procurement Officer

Date: 6/4/2026