

MEMORANDUM

December 9, 2025
M1748-CM
CM/995-1434

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

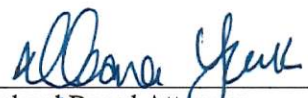
THROUGH: Ron Y. Steiger, Chief Financial Officer

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

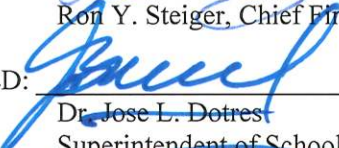
SUBJECT: **SUPERINTENDENT'S EXTENSION OF CONTRACTS**

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
RFP-19-035-EA	Inspections and Administrative Services for Elevators and Wheelchair Lifts	February 10, 2021	3 1-year	\$450,000	3 years	2	\$ 110,000 (8 Months)	\$150,000	February 10, 2026 – February 9, 2027 (One Year)	Originating department has requested to utilize the final contract extension.

REVIEWED: 
School Board Attorney

RECOMMENDED: 
Ron Y. Steiger, Chief Financial Officer

APPROVED:  **Jose Bueno**
Designee
Dr. Jose L. Dotres
Superintendent of Schools
11/21/2026

CM:pm

CONTRACT EXTENSION SUMMARY

Contract No.: RFP-19-035-EA

Contract Title: Inspections and Administrative Services for Elevators and Wheelchair Lifts

Board Meeting Date: February 10, 2021

Agenda Item: E-145

Purpose of Contract: The purpose of this Request for Proposal (RFP) is to obtain professional services of a certified agent or agency in the specific area of elevator and wheelchair lift inspection and certification. This service will also include periodic monitoring or quality control inspections of repairs performed by the elevator maintenance provider.

Initial Award Amount: \$450,000

Initial Contract Award Period and Extension: February 10, 2021 through February 9, 2024
Three (3) 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: \$150,000

Current Extension Period: February 10, 2025 – February 9, 2026

Recommended Extension Award Amount: \$150,000

Recommended Extension Period: February 10, 2026 – February 9, 2027
This is the final 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. Tower Elevator Corporation
2. Atis Elevator Inspections, 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

September 2025, indicated an increase of 0.3%. 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: PEDRO MARTINEZ
Pedro Martinez, Procurement Analyst

Date: 12/12/2025

By: Charisma Montfort
Charisma Montfort, Chief Procurement Officer

Date: 12/12/2025