

March 25, 2002

Financial Affairs
Richard H. Hinds, Chief Financial Officer

**SUBJECT: RENEW BID NO. 110-AA09 – PRINTING OF STUDENT CASE
MANAGEMENT FORMS**

The purpose of this bid, opened on February 27, 2001, was to establish a contract, to purchase, at firm unit prices, quantities, as may be required, of the printing of student case management forms, for Stores and Mail Distribution stock. The terms of agreement, as contained in the subject bid, awarded by the Board on May 16, 2001, provided, that by mutual agreement between the successful vendor and The School Board of Miami-Dade County, Florida, the contract may be renewed for two (2) additional one (1) year periods. The contract is currently in its initial year. The awardee has agreed to renew for the first one (1) year renewal period, by letter, on file. It is considered to be in the best interest of the Board to renew this bid, for an additional one (1) year period, at the current prices, to benefit from fixed prices, during the next twelve (12) months, inasmuch as the Consumer Price Index (CPI), as of December 2001, indicated an increase of 1.6%.

Fund Source
0100-General

M/WBE Eligibility
None

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **RENEW** Bid No. 110-AA09 – PRINTING OF STUDENT CASE MANAGEMENT FORMS, to purchase, at firm unit prices, quantities, as may be required, of the printing of student case management forms, for Stores and Mail Distribution stock, during the term of the bid, effective May 16, 2002, through May 15, 2003, as follows:

1. BEST FORMS & LABEL PRINTING
8630 N.W. 4 STREET
PEMBROKE PINES, FL 33024 ESTIMATE \$67,126.39
OWNER: JAMES J. OLDER, PRESIDENT

Low Unit Price: Items 1 and 2.

Item 1 – Student case management form FM-2981 @
\$57.42 per 1000.

Item 2 – Student case management form FM-3673 @
\$56.30 per 1000.

(First Annual Renewal and Second Year of Contract)

2. Authorize Procurement and Materials Management to purchase up to the total estimated amount of \$67,126.39

RHH/lja