

Financial Affairs
George M. Burgess, Chief Financial Officer

**SUBJECT: EXTEND CONTRACT NO. 048-AA11 – TO PROVIDE TRAVEL-
AGENCY SERVICES TO THE SCHOOL BOARD OF MIAMI-DADE
COUNTY, FLORIDA**

COMMITTEE: BUSINESS AND FINANCIAL SERVICES

The purpose of the Request For Proposals, opened on October 10, 2000, was to establish a contract, to provide travel-agency services, as needed, to The School Board of Miami-Dade County, Florida. The terms of agreement, as contained in the contract, awarded by the Board on May 16, 2001, and extended on May 15, 2002, provided, that by mutual agreement between the successful vendors and The School Board of Miami-Dade County, Florida, the contract may be extended for three (3) additional one (1) year periods. The contract is currently in its first extension period. The awardees have agreed to extend for the second one (1) year extension period, by letter, on file. It is considered to be in the best interest of the Board to extend this contract, 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 February 2003, indicated an increase of 3.0%.

The recommendation reflects a reduction in the transaction fee offered by Lorraine Travel Bureau, Inc., of Coral Gables, Florida. The fee is reduced from \$35 to \$25 per transaction.

Fund Source
Various

M/WBE Eligibility
Hispanic Male – No Dollar Amount

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **EXTEND** Contract No. 048-AA11 – TO PROVIDE TRAVEL-AGENCY SERVICES TO THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, to provide travel-agency services, as needed, to The School Board of Miami-Dade County, Florida, during the term of the contract, effective May 16, 2003, through May 15, 2004, as follows:

1. BUSINESS TRAVEL ADVISORS, INC.
3750 N.W. 87 AVENUE
MIAMI, FL 33178
OWNER: SERGIO L. BARRERA, PRESIDENT (HM)

Transaction Fee - \$29.50 per transaction

2. LORRAINE TRAVEL BUREAU, INC.
377 ALHAMBRA CIRCLE
CORAL GABLES, FL 33134-5003
OWNER: JACK R. GUITERAS, PRESIDENT/C.E.O. (HM)

Transaction Fee - \$25 per transaction

(Second Annual Extension and Third Year of Contract)

GMB/aay