

Financial Affairs
George M. Burgess, Chief Financial Officer

**SUBJECT: EXTEND CONTRACT NO. 123-AA09 – CAP AND GOWN
RENTAL**

COMMITTEE: BUSINESS AND FINANCIAL SERVICES

The purpose of the bid, opened on April 26, 2001, was to establish a contract, to purchase, at firm unit prices, quantities, as may be required, of cap and gown rental, for various schools and departments. The terms of agreement, as contained in the contract, awarded by the Board on June 20, 2001, and extended on May 15, 2002, provided, that by mutual agreement between the successful vendor and The School Board of Miami-Dade County, Florida, the contract may be extended for two (2) additional one (1) year periods. The contract is currently in its first extension period. The awardee has agreed to extend for the final 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 (1) one 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 March 2003, indicated an increase of 3.2%.

Fund Source
0100 - General

M/WBE Eligibility
None

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **EXTEND** Contract No. 123-AA09 – CAP AND GOWN RENTAL, to purchase, at firm unit prices, quantities, as may be required, of cap and gown rental, for various schools and departments, during the term of the contract, effective July 2, 2003, through July 1, 2004, as follows:

1. HERFF JONES, INC.
CAP AND GOWN DIVISION
1000 NORTH MARKET STREET ESTIMATE \$229,597.50
CHAMPAIGN, IL 61821
OWNER: JAMES W. HUBBARD, PRESIDENT/C.E.O.

Low Unit Price Meeting Specifications: Item 1.

Item 1 - Rental of cap and gown @ \$8.25 per set.

(Second Annual Extension and Final Year of Contract)

2. Authorize Procurement Management Services to purchase up to the total estimated amount of \$229,597.50.

GMB/lja