



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:
EE-25.

MEETING DATE	2018-06-12 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

Special Order Request
<input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda
<input checked="" type="radio"/> Yes <input type="radio"/> No

TITLE:
Recommendation to Approve the Second Amendment to Agreement and Additional Spending Authority - 14-036N - Adult Workforce Education Advertising Agency Services

REQUESTED ACTION:
Approve the Second Amendment to Agreement and additional spending authority for the above Request for Proposal (RFP). Contract Term: July 1, 2018 through December 31, 2018, 6 Months; User Department: Career, Technical & Adult Education (CTACE); Additional Requested Amount: \$750,000; New Award Amount: \$7,834,301; Awarded Vendor(s): KJH III, Inc. (formerly known as Omni Automotive South, Inc.); Small/Minority/Women Business Enterprise: None.

SUMMARY EXPLANATION AND BACKGROUND:
This RFP provides for an Advertising Agency/Media Planner to increase the enrollment and awareness of CTACE, Workforce Board, and Continuing Education Programs. This Agency develops all Workforce print, broadcast, radio, web, social and mobile apps and acts as the Workforce agency of record for negotiating media buys. This request is to extend the contract for one-hundred-eighty (180) days (six (6) months) with an additional spending authority until a new RFP can be awarded.

The Second Amendment to Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

SCHOOL BOARD GOALS:
 Goal 1: High Quality Instruction
 Goal 2: Continuous Improvement
 Goal 3: Effective Communication

FINANCIAL IMPACT:
The financial impact to the District will be 750,000. The contract award amount was for \$7,084,301. The request is to increase the spending authority by \$750,000, bringing the new contract value to \$7,834,301. The source of funding will come from the Workforce Development fund. The financial impact represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

EXHIBITS: (List)
(1) Executive Summary (2) Second Amendment Agreement (3) Approved ARF 4-18-2017 RSBM EE-10 (4) Approved ARF 6-28-2016 SM 4 (5) Approved ARF 1-20-2016 RSBM EE-2 (6) Approved ARF 8-06-2013 RSBM EE-1 (7) Financial Analysis Worksheet (8) Extension Letter

BOARD ACTION:

APPROVED

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Jeanette Johnson	Phone: 754-321-5757
Name: Mary C. Coker	Phone: 754-321-0501

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title
Maurice L. Woods - Chief Strategy & Operations Officer

Approved In Open Board Meeting On: **JUN 12 2018**
By: *Nora Rupert*
School Board Chair

Signature
Maurice Woods
5/25/2018, 10:13:22 AM

EXECUTIVE SUMMARY

Recommendation to Approve Extension of Bid and Additional Spending Authority RFP 14-036N – Adult Workforce Education Advertising Agency Services

This Request for Proposal (RFP) provides comprehensive marketing services (creative development, media buys across multiple platforms, social media and search engine marketing and optimization, and data tracking) for Broward's Workforce Education (WFE) schools; three (3) Broward technical colleges, two (2) community schools, and three (3) adult centers. The services are vital to allow Broward's WFE programs to increase public awareness in a market filled with many competing, often for-profit, adult, and career education providers. Each year of this contract, the WFE marketing committee establishes a budget for the year, reviews the expenditures on a monthly basis, and approves all expenses for WFE marketing efforts purchased under this RFP. The committee also receives monthly reports tracking Return on Investment (ROI) and adjusts planned expenses, or media buys for the next month, based on that data.

Agenda Item E-5 was presented to the School Board on April 10, 2018, in order to reject all bids received and rebid the services with revised specifications. RFP 14-043V - Adult Workforce Education Advertising Agency Services has already been released on Demandstar with revised specifications.

In accordance with Special Condition 2.3 of RFP 14-036N, the term of the contract may, by mutual agreement between SBBC and the Awardee be extended 180 days beyond the expiration date of the renewal period. Procurement & Warehousing Services Department is recommending that this contract be extended for 180 days (6 months) in order for a new RFP to be awarded and there would be no lapse of contact services.

Financial Impact

The total spending authority requested is \$750,000 based on the monthly expenditure from the previous bid.

<u>(historical average monthly expenditures)</u>	<u>\$ 116,391</u>
<u>(number of months)</u>	<u>6</u>
<u>(total)</u>	<u>\$ 698,347</u>
<u>(Total spending authority (rounded))</u>	<u>\$ 750,000</u>

With School Board approval, the total spending authority will be for \$7,834,301. Funding for this Bid is provided by Workforce Development fund.

SECOND AMENDMENT TO AGREEMENT

THIS SECOND AMENDMENT TO AGREEMENT is made and entered into as of this 12th day of June, 2018, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(hereinafter referred to as "SBBC"),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

KJH III, INC.

(hereinafter referred to as "VENDOR"),
having its principal place of business at
622 Banyan Trail, Suite 300
Boca Raton, Florida 33431

WHEREAS, SBBC issued a Request for Proposal identified as RFP 14-036N – Adult Workforce Education Advertising Agency Services and Addendum No. 1 and Addendum No. 2 (hereinafter referred to as "RFP") and dated August 6, 2013 for the purpose of receiving proposals for Adult Workforce Education Advertising Agency Services; and

WHEREAS, VENDOR offered a proposal dated July 10, 2013 (hereinafter referred to as "Proposal" which is incorporated by reference herein, in response to the RFP; and

WHEREAS, VENDOR admits and agrees that on August 6, 2013, it was awarded an Agreement under the RFP through June 30, 2016, which permits two (2) one-year renewals and an additional extension for up to 180 days beyond the expiration date of the final renewal period (hereinafter referred to as "Agreement"); and

WHEREAS, on June 28, 2016, SBBC and VENDOR exercised its first of two (2) options to renew the Agreement for a period of one (1) additional year; and

WHEREAS, on April 18, 2017, SBBC and VENDOR exercised its second of two (2) options to renew the Agreement for a period of one (1) additional year, and

WHEREAS, SBBC wishes to exercise its last and final option to extend the Agreement for 180 days; and

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1.01 **Recitals.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

1.02 **Term of Agreement.** Pursuant to Article 2.01 of the Agreement, the term of the Agreement is hereby extended from **July 1, 2018** through **December 31, 2018**, unless terminated earlier pursuant to Article 3.05 of the Agreement.

1.03 **Order of Precedence among Agreement Documents.** In the event of conflict between the provisions of the Agreement and the provisions contained herein, the provisions of the following documents shall take precedence in this order:

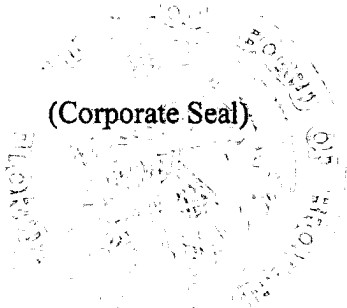
- First: Second Amendment to Agreement, then
- Second: First Amendment to Agreement, then
- Third: Agreement, then
- Fourth: Addendum No. 1, then
- Fifth: RFP 14-036N – Adult Workforce Education Advertising Agency Services
- Sixth: Proposal submitted in repose to the RFP by VENDOR

1.04 **Other Provisions Remain in Force.** Except as expressly provided herein, all other portions of the Agreement remain in full force and effect.

1.05 **Authority.** Each person signing this Second Amendment to Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Second Amendment to Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Second Amendment to Agreement.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Second Amendment to Agreement on the date first above written.

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES TO FOLLOW]



(Corporate Seal)

FOR SBBC:

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

By *Nora Rupert*
Nora Rupert, Chair

ATTEST:

Robert W. Runcie
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

**Janette M.
Smith**

Digitally signed by Janette M.
Smith

Date: 2018.05.01 12:18:37
-04'00'

Office of the General Counsel

[THIS SPACE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

FOR VENDOR:

(Corporate Seal)

KJH III, INC.

ATTEST:

By Gail Yaciuk
Signature

_____, Secretary

Printed Name: Gail Yaciuk

Title: General Manager

-or-

[Signature]
Witness

[Signature]
Witness

STATE OF Florida

COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me this 25 day of April, 2018 by GAIL YACIUK of _____
Name of Person

KJH III on behalf of the corporation/agency. He/She is personally known to me or produced _____ as identification and did/did not first take an oath. _____
Type of Identification

My Commission Expires:

Minda B Katz
Signature - Notary Public

(SEAL)

Minda B Katz
Printed Name of Notary

Notary's Commission No. MINDA B. KATZ
Commission # FF 926785
Expires November 9, 2019
Bonded Thru Troy Fain Insurance 800-385-7019



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	Apr 18 2017 10:35AM - Regular School Board Meeting	Special Order Request	<input type="radio"/> Yes <input checked="" type="radio"/> No
ITEM No.:	AGENDA ITEM	Time	
EE-10.	ITEMS		
	CATEGORY		
	EE. OFFICE OF STRATEGY & OPERATIONS		
	DEPARTMENT		
	Procurement & Warehousing Services	Open Agenda	
		<input checked="" type="radio"/> Yes <input type="radio"/> No	

TITLE:
 Recommendation for Renewal and Additional Spending Authority - 14-036N - Adult Workforce Education Advertising Agency

REQUESTED ACTION:
 Approve the contract renewal for above Request for Proposal. Contract Term: July 1, 2017, through June 30, 2018, 1 Year, User Department: Career, Technical, Adult, and Community Education; New Award Amount: \$7,084,301; Awarded Vendor(s): Omni Automotive South, Inc.; Minority/Women Business Enterprise Vendor(s): None

SUMMARY EXPLANATION AND BACKGROUND:
 The School Board of Broward County, Florida, received four (4) bids for Request for Proposal (RFP) 14-036N - Adult Workforce Education Advertising Agency Services and it was awarded on August 6, 2013. The term of this contract is from August 6, 2013, through June 30, 2016, with two (2) one-year renewals. This request is to approve the second renewal of this RFP.
 A copy of the RFP documents are available online at:
http://www.broward.k12.fl.us/supply/agenda/14-036N-Adult_Workforce_Edu_Advertising_Agency_Svcs.pdf
 This Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

SCHOOL BOARD GOALS:

Goal 1: High Quality Instruction
 Goal 2: Continuous Improvement
 Goal 3: Effective Communication

FINANCIAL IMPACT:
 The estimated financial impact to the District will be \$1,400,000. The contract award amount was for \$5,684,301. The request is to increase the spending authority by \$1,400,000, bringing the new contract value to \$7,084,301. The funding source will come from the Workforce Development funds. The financial impact represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

EXHIBITS: (List)
 (1) Executive Summary (2) Agreement (3) Approved ARF 8-6-2013 RSBM EE-1 (4) Approved ARF 1-20-2016 RSBM EE-2 (5) Approved ARF 6-28-2016 SSBM 4 (6) Financial Analysis Worksheet (7) Vendor Letter (8) Survey

BOARD ACTION: <div style="text-align: center; font-size: 24px; font-weight: bold; margin: 10px 0;">APPROVED</div> <small>(For Official School Board Records Office Only)</small>	SOURCE OF ADDITIONAL INFORMATION: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Name: Jeanette Johnson</td> <td style="width: 30%;">Phone: 754-321-5757</td> </tr> <tr> <td>Name: Mary C. Coker</td> <td>Phone: 754-321-0501</td> </tr> </table>	Name: Jeanette Johnson	Phone: 754-321-5757	Name: Mary C. Coker	Phone: 754-321-0501
Name: Jeanette Johnson	Phone: 754-321-5757				
Name: Mary C. Coker	Phone: 754-321-0501				

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Signature

Maurice Woods
 4/7/2017, 3:16:59 PM

Approved In Open Board Meeting On: APR 18 2017

By: *Abby M. Freedman*
 School Board Chair



REVISED

AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

ITEM No.:
4.

MEETING DATE	Jun 28 2016 9:00AM - Special Meeting
AGENDA ITEM	SUPERINTENDENT'S RECOMMENDATION
CATEGORY	Superintendent's Recommendation
DEPARTMENT	Procurement & Warehousing Services

Special Order Request <input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda <input checked="" type="radio"/> Yes <input type="radio"/> No

TITLE:
RFP Renewal and Additional Spending Authority - 14-036N Adult Workforce Education Advertising Agency

REQUESTED ACTION:
Approve the contract renewal for above contract. Contract Term: July 1, 2016, through June 30, 2017, 1 Year; User Department: Career, Technical, Adult, and Community Ed; New Award Amount: \$5,684,301; Awarded Vendor(s): ~~Omni Advertising, Inc.~~ **Omni Automotive South, Inc.**; Minority/Women Business Enterprise Vendor(s): None

SUMMARY EXPLANATION AND BACKGROUND:
The School Board of Broward County, Florida, received four (4) bids for Request for Proposals (RFP) 14-036N - Adult Workforce Education Advertising Agency Services and was awarded on August 6, 2013. The term of this contract is from August 6, 2013, through June 30, 2016, with two (2) one-year renewals. This request is to approve the first renewal of this RFP.
A copy of the RFP documents are available online at:
http://www.broward.k12.fl.us/supply/agenda/14-036N-Adult_Workforce_Edu_Advertising_Agency_Svcs.pdf
This Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel.

SCHOOL BOARD GOALS:
 Goal 1: High Quality Instruction Goal 2: Continuous Improvement Goal 3: Effective Communication

FINANCIAL IMPACT:
The estimated financial impact to the District will be \$1,400,000 for the renewal period. The funding source will come from the Workforce Development Fund. The financial impact represents an estimated contract value; however, the amount authorized will not exceed the amount awarded.

EXHIBITS: (List)
(1) Executive Summary (2) Agreement (3) Approved ARF 8-6-2013 RSBM EE-1 (4) Approved ARF 1-20-2016 RSBM EE-2 (5) Financial Analysis Worksheet (6) Surveys

BOARD ACTION:
APPROVED
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:	
Name: Jeanette Johnson	Phone: 754-321-5757
Name: Mary C. Coker	Phone: 754-321-0501

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Senior Leader & Title
Maurice L. Woods - Chief Strategy & Operations Officer

Signature
Maurice Woods
6/27/2016, 5:40:13 PM

Approved In Open Board Meeting On: **JUN 28 2016**
By: *[Signature]*
School Board Chair



AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Special Order Request
<input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda
<input checked="" type="radio"/> Yes <input type="radio"/> No

MEETING DATE	Jan 20 2016 10:15AM - Regular School Board Meeting
AGENDA ITEM	OPEN ITEMS
CATEGORY	EE. OFFICE OF STRATEGY & OPERATIONS
DEPARTMENT	Procurement & Warehousing Services

ITEM No.:

EE-2.

TITLE: Recommendation for Additional Spending Authority - 14-036N - Adult Workforce Education Advertising Agency Services

REQUESTED ACTION:

Approve an increase in spending authority for the above contract. Contract Term: August 6, 2013, through June 30, 2016, 2 Years, 10 Months; User Department: Career, Technical, Adult & Community Education; New Award Amount: \$4,284,301; Awarded Vendor(s): Omni Advertising, Inc.; M/WBE Vendor(s): None

SUMMARY EXPLANATION AND BACKGROUND:

The School Board of Broward County, Florida, approved a contract award for Omni Advertising, Inc., on August 6, 2013. The contract award was for \$4,200,000. The current spending has not been exceeded, but additional spending is needed to cover 2015-16 expenditures. This request is to increase the spending authority by \$84,301, bringing contract award value to \$4,284,301.

A copy of the bid documents are available online at:
<http://www.broward.k12.fl.us/supply/agenda/14-036N-Rec-Tab-Adult-Workforce-Education.pdf>

SCHOOL BOARD GOALS:

Goal 1: High Quality Instruction
 Goal 2: Continuous Improvement
 Goal 3: Effective Communication

FINANCIAL IMPACT:

The current recommendation is to increase the spending authority by \$84,301; total award amount \$4,284,301.

EXHIBITS: (List)

(1) Executive Summary (2) Approved ARF 8-6-2013 RSBM EE-1 (3) Recommendation Tabulation 8-6-2013 (4) Financial Analysis Worksheet (5) Survey

BOARD ACTION:

APPROVED

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Jeanette L. Johnson	Phone: 754-321-5757
Name:	Phone:

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
 Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Signature

Maurice Woods

Tuesday, January 05, 2016 12:01:00 PM

Approved In Open Board Meeting On: JAN 20 2016

By: *Rosalind Orzabal*

School Board Chair

AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Meeting Date 08/06/13	<input checked="" type="checkbox"/> Open Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Special Order Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agenda Item Number EE-1
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TITLE:				
Request for Proposals (RFP) Recommendation – 14-036N – Adult Workforce Education Advertising Agency Services				
REQUESTED ACTION:				
Approve RFP recommendation as stated on the attached award recommendation.				
RFP	TITLE	LOCATION	AMOUNT	M/WBE VENDORS
14-036N	Adult Workforce Education Advertising Agency Services Contract period: August 6, 2013 through June 30, 2016	Career, Technical, Adult, and Community Education	\$4,200,000	-----
SUMMARY EXPLANATION AND BACKGROUND:				
The School Board of Broward County, Florida (SBBC), through the Adult Workforce Education Marketing Committee, representing Broward technical centers, Broward community schools, and adult centers, received proposals from advertising agencies/media planners to increase the enrollment and awareness of Career, Technical, Adult, and Community Education (CTACE), Workforce Broward, and Continuing Education Programs. The awardee will provide professional advertising services, utilizing a media mix of outdoor, television (cable or broadcast), video, radio, print, direct mail, grassroots initiatives, internet, etc., and oversee the marketing efforts on behalf of the above entities, in conjunction with the Marketing Plan Mission.				
Board approval of this RFP recommendation does not mean the amount shown will be spent. This amount represents the estimated contract value through the term of this contract from available funds included in Workforce Development Funding.				
SCHOOL BOARD GOALS:				
<input type="checkbox"/> Goal 1: High Quality Instruction <input checked="" type="checkbox"/> Goal 2: Continuous Improvement <input type="checkbox"/> Goal 3: Effective Communication				
FINANCIAL IMPACT:				
All expenditures for this contract will come from Workforce Development Funding. Staff will provide a report to the Board semi-annually detailing expenditures.				
EXHIBITS: (List)				
1. Executive Summary 2. RFP 14-036N				
APPROVED			SOURCE OF ADDITIONAL INFORMATION:	
			John Felser	754-321-8401
			Jeanette Johnson	754-321-5700
			Carol Barker	754-321-0506
<small>(For Official School Board Records' Office Only)</small>			<small>Name</small>	<small>Phone</small>

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MW
Maurice L. Woods
Chief Strategy & Operations Officer
Office of Strategy & Operations

Approved in Open Board Meeting on:

AUG 6 2013

By:

Laurie Luch Levinson

School Board Chair



PROCUREMENT & WAREHOUSING SERVICES

FINANCIAL ANALYSIS WORKSHEET

BID INFORMATION			
New Bid # (Ex: 10-004R):		Preparation Date:	May 4, 2018
Previous Bid # (Ex: 10-004R):	14-036N	Buyer/PA:	CHUCK HIGH
New Bid Award Total:	\$7,834,301	Bid Title:	ADULT WORKFORCE EDUCATION ADVERTISING AGENCY SERVI
Previous Award Total:	\$7,084,301		
Bid Type:	EXTENSION OF BID		
Previous Bid Term (Start Date):	8/6/2013	New Bid Term (In Months):	6
Previous Bid Term (End Date):	6/30/2018	# of Months Into Bid:	57

SPEND REPORTING	
Purchase Order(s) Spend:	\$6,634,300
P Card Purchases:	\$0
Total Invoiced-to-Date Amount (PO + Pcard Purchases):	\$6,634,300
Average Monthly Expenditure:	\$116,391
Unused Authorized Spending:	\$450,001
Est. Forecasted Spend (For Entire Bid Term):	\$698,347

VENDOR INFORMATION		
Awarded Vendors:	M/WBE Status (If applicable):	Spend:
105052-OMNI AUTOMOTIVE ADVERTISING		\$ 6,634,300
	PO VENDOR SPEND:	\$ 6,634,300
	P-CARD SPEND:	\$ -
	TOTAL SPEND:	\$ 6,634,300

NOTES (Type Below):

Recommend the additional spending authority to cover 6 month extension to be \$750,000

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936



PROCUREMENT & WAREHOUSING SERVICES
MARY C. COKER, DIRECTOR
www.browardschools.com

SCHOOL BOARD

NORA RUPERT, *Chair*
HEATHER P. BRINKWORTH, *Vice Chair*

ROBIN BARTLEMAN
HEATHER P. BRINKWORTH
ABBY M. FREEDMAN
PATRICIA GOOD,
DONNA P. KORN
LAURIE RICH LEVINSON
ANN MURRAY
DR. ROSALIND OSGOOD

ROBERT W. RUNCIE
Superintendent of Schools

VIA EMAIL & FACSIMILE

April 10, 2018

Ms. Gail Yaciuk
KJH III, Inc.
622 Banyan Trail, Suite 300
Boca Raton, Florida 33431

Phone: 561-620-4774
Fax: 561-620-8774
Email: gyaciuk@omni-advertising.com

Reference: RFP 14-036N – Adult Workforce Education Advertising Agency Services

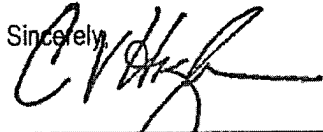
Dear Ms. Yaciuk:

The above-referenced contract expires **June 30, 2018**. In accordance with Special Condition 2.3 of the RFP, this contract may, by mutual agreement and upon School Board approval, be extended for an additional 180 days from **July 1, 2018** through **December 31, 2018**. This letter does not constitute the actual extension or contract offer. Please indicate below your willingness to extend this RFP award, which shall be considered by the School District for renewal of your award premised upon your combined agreement to all terms and conditions of the awarded RFP and your agreement to maintain (or reduce) the current awarded price(s). Please execute this document on the space provided and return it to my attention no later than **April 16, 2018**.

If you do not respond by **April 16, 2018**, the School District will not consider extension of your award. The School District will notify you if, and when, your contract is extended by the School Board. Thank you for your prompt attention to this matter.

- Yes, I offer to renew the current contract award at the current awarded price(s).
- Yes, I offer to renew the current contract award at the lower price(s) contained on the attached page(s).
- No, I do not wish to renew the current contract award.

Sincerely,


Charles V. High, C.P.M., A.P.P., MBA
Purchasing Agent IV

CVH/jp
cc: Bid File


Signature of Authorized Representative

Gail Yaciuk, GM
Name and Title of Authorized Representative (PLEASE PRINT)