

REQUEST FOR PROPOSAL NO. 03C-002B – RFP FOR ADVERTISING DISTRICT-WIDE ADULT AND COMMUNITY EDUCATION PROGRAM SCHEDULE

DATE: September 12, 2006
PRESENTED TO BOARD: October 18, 2006

CONTRACT PERIOD: November 4, 2006 through February 1, 2007 (90 Day Extension)
DEPARTMENT: 9039 FUNCTION: 9110 OBJECT: 537100/539300 FUND: 1401
FUNDING SOURCE: Adult Education – Printing Services and Postage
REQUESTING DEPARTMENT: K-12 Curriculum, Adult and Community Education

FINANCIAL IMPACT

The financial impact to the Adult Education budget is estimated at \$125,504. The source of funds is the K-12 Curriculum, Adult and Community Education Department budget.

Purchase orders processed from November 4, 2002 through August 23, 2006 total \$1,366,664.

CONTRACT EXTENSION

Request For Proposal No. 03C-002B was awarded by Board action on October 16, 2002, to Florida Pennysaver/Palm Beach Newspapers for two years from November 4, 2002, through November 3, 2004 with the option to renew for two additional one-year periods.

By Board Action on October 20, 2004, the first option to renew was exercised for the period November 4, 2004 through November 3, 2005.

By Board action on September 21, 2005 the second and final option to renew was exercised for the period November 4, 2005 through November 3, 2006.

Per RFP Special Condition 5.1, Term of Contract/Renewal, this contract may be extended for 90 days. This contract will be extended for 90 days in order to develop new specifications and solicit proposals. This vendor agreed to honor this condition when they signed their original proposal.

Services to be provided include printing and distribution of program schedules for all adult, vocational and community education classes at a firm price per brochure, plus postage. This also includes building, hosting and maintaining a website to feature the programs and courses. There is no additional fee for the website.

RECOMMENDATION: Based on satisfactory performance during the past contract period, it is recommended that the RFP for Advertising District-Wide Adult And Community Education Program Schedule be extended with Pennysaver/Palm Beach Newspapers for the period November 4, 2006 through February 1, 2007.

All terms, conditions and pricing of existing contract will remain the same for the extension period.

Note: Original RFP document is available upon request.

SS:DG:KB