



District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing
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August 22, 2007

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPB, Purchasing Agent

SUBJECT: RFP 06-040-AZ, Architectural Services, Work Group #2
Third Year of a Three-Year Agreement
Reynolds, Smith & Hills Inc.

On September 5, 2006, official action (attached) was taken to award the above-referenced RFP to Reynolds, Smith & Hills Inc. for architectural services, capital facilities work plan, work group #2. This RFP is a three-year contract, renewable annually by mutual consent of the parties. The second year of the contract is due to expire on September 16, 2007.

Considering the services of the firm have been satisfactory, the vendor was contacted to verify their willingness to enter into the third year of the agreement. They have agreed in writing (attached) to do so. The estimated construction cost for this contract period is \$4.34 million (1/3 of the total amount originally estimated for the three-year contract as previously approved). We are requesting permission to issue purchase orders to the firm on an as-needed basis, based on funding as approved in the capital facilities work plan approved by the Board.

It is my recommendation at this time to enter into the third year of the agreement with the vendor noted above. The contract period will be September 17, 2007 – September 16, 2008. Should you have any questions concerning this matter, or if I can be of further assistance, please feel free to contact Mr. John Petrashek, Director of New Construction, Energy and Code Compliance, or me at your earliest convenience.

KDG/az

Attachments