



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
Kendra Goodman, CPPB, Purchasing Agent  
813/ 794-2221 Fax: 813/ 794-2111  
727/ 774-2221 TDD: 813/ 794-2484  
352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

August 19, 2008

## **MEMORANDUM**

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

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

On September 4, 2007, 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, which can be extended for one year at the mutual consent of the parties. The third year of the contract is due to expire on September 16, 2008.

Please see the attached memo from Mr. John Petrashek, Director of Construction Services and Code Compliance. The services of the firm have been satisfactory, and Mr. Petrashek believes that for continuity of service it is in the District's best interest to extend the agreement for one year. The vendor was contacted to verify their willingness to enter into this extension. They have agreed in writing (attached) to do so. 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 this one-year extension of the agreement with the vendor noted above. The contract period will be September 17, 2008 – September 16, 2009. Should you have any questions concerning this matter, or if I can be of further assistance, please feel free to contact Mr. Petrashek or me at your earliest convenience.

KDG/az

Attachments