



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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September 16, 2008

## **MEMORANDUM**

**TO:** Honorable School Board Members

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

**SUBJECT:** RFP 06-056-AZ, Construction Management Services, Work Group #4  
One Year Extension of Three-Year Agreement  
Cutler Associates

On October 2, 2007, official action (attached) was taken to award the above-referenced RFP to Cutler Associates for construction management services, capital facilities work plan, work group #4. 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 October 17, 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 October 18, 2008 – October 17, 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

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District Wide Accreditation • Southern Association of Colleges and Schools

Date/Time : September 10, 2008; 09:46:00