

Contracts Expiring set for Commission Review

For the Month of
December 2018

Vendor	Contract Description	Amount	Contract Expiration Date	Deadline to Cancel/Renew Contract	Due Date for Commission Review (90 Days Prior to Deadline)	Anticipated Notice Date
Fire Department Keylite Power & Lighting Corp.	Maintenance for Fire Station Alerting Systems	\$40,933.44	4/30/2019	3/31/2019	12/31/2018	12/31/2018
<p>Original Terms: One (1) year, with four (4) additional one-year terms Current Period: Original Agreement, 5/1/2018 - 4/30/2019 Type of Contract: Expense Performance: A Recommend for Renewal: Yes</p> <p>Department Comments: Keylite Power & Lighting Corp has finished (1) of the six installations for our emergency alerting system. Their work was consistent with the professionalism we expect from a vendor. Although it has not been necessary to use them for maintenance we expect their work to be dependable. Notes: The Contract Value of \$40,933.44 annually is for the maintenance of the Fire Department Alerting Systems.</p>						

Charter Schools Herff Jones, LLC.	High School Yearbook Services	\$118,000.00	4/9/2019	3/5/2019	12/5/2018	12/5/2018
<p>Original Terms: Two (2) years, with two (2) additional two (2) year terms Current Period: Original Agreement, 4/5/2017 - 4/4/2019 Type of Contract: Expense Performance: A Recommend for Renewal: Yes</p> <p>Department Comments: The 2017-2018 yearbook was one of the best and featured on NBC 6 Ari Odzer's Brag About your School! Notes: The Contract Value of \$118,000.00 is comprised of estimated annual amounts of \$59,000.00. The Net Cost is \$0.00, as this is a breakeven program.</p>						

Contract Performance Report Card

Vendor Name: Keylite Power & Lighting Corp.

Contract Purpose: Hardware repair service and Software updates and maintenance for the system.

<u>Rating Categories</u>	<u>Maximum Points</u>	<u>Department Head Rating</u>
1. Work Completed on time	25	23
2. Quality of Work	30	27
3. Are all requirements of the contract being met	25	23
4. Department overall satisfaction	20	18
	100	91

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

Recommend Renewal? Yes

Department Comments: Keylite Power & Lighting Corp has finished (1) of the six instillations for our emergency alerting system. Their work was consistent with the professionalism we expect from a vendor. Although it has not been necessary to use them for maintenance we expect their work to be dependable.

Andrew Teixeira / Division Chief
 Department Representative / Title

John Picarello / Fire Chief
 Department Head Approval / Title

Contract Performance Report Card

Vendor Name: Herff Jones, LLC.


Contract Purpose: High School Yearbook Services


<u>Rating Categories</u>	<u>Maximum Points</u>	<u>Department Head Rating</u>
1. Work Completed on time	25	23
2. Quality of Work	30	29
3. Are all requirements of the contract being met	25	23
4. Department overall satisfaction	20	19
	<u>100</u>	<u>94</u>

A =	100 - 90
B =	89 - 80
C =	79 - 70
D =	69 - 60
F =	59 - 0

Recommend Renewal? Yes

Department Comments: The 2017-18 yearbook was one of the best and featured on NBC 6 Ari Odzer's Brag About Your School!

 , Adviser/Teacher

 , PRINCIPAL