



**Department of
Education**
David N. Ross
Executive Director
Contracts and Purchasing

Tuesday, March 15, 2011 Committee on Contracts Agenda

The Department of Education's (DOE) Chancellor's Committee on Contracts (COC) has been asked for approval to enter into contract negotiations with the following organization(s) for the services described below. Other organizations interested in providing these services to the DOE are invited to indicate their ability to do so in writing to Jay G. Miller at 65 Court Street, Room 1201, Brooklyn, NY, 11201. Responses should be received no later than 10:00 AM, Wednesday, March 23, 2011. Any COC approval will be contingent upon no expressions of interest in performing services by other parties.

Items for Consideration:

1. Deluxe Delivery Systems

Service(s): The Division of Financial Operations and Division of Contracts and Purchasing (DCP) seek to extend Contract 9601216, awarded to Deluxe Delivery Systems (Deluxe), through Request for Bid (RFB) 1C42706 – Courier Service. The current contract expires March 31, 2011.

Deluxe currently provides a variety of services including inter-office mail delivery, Community on Special Education, payroll and special deliveries. Deluxe has agreed to continue to provide services at the same prices, terms and conditions during the extension period.

This five month extension will allow for DCP to release an RFB and transition to a new vendor awarded a contract through a competitive process.

Term: 4/1/11-8/31/11

Estimated Contract Cost Not-to-Exceed: \$600,000