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| <b><u>RECOMMENDATIONS FOR NEW CONTRACTS</u></b>  |   |
| Vendor Name:   | UNTERMYER GARDENS CONSERVANCY   |
| Term/Duration of Contract:   | April 2025 - June 2025  |
| Amount of Contract:  | Not to Exceed \$12,500  |
| Account: (general fund, grant, capital)  | GF 450.5120.100000.1240.B2300   |
| Scope/Services:  | School field trips to Untermyer Gardens including guided tours and bus transportation. Untermyer Gardens Conservancy will lead tours free of charge for students. Royal Coach Lines will provide bus transportation to and from the garden. |
| Form of Procurement Undertaken: (GML 103-competitive sealed bidding; GML 104b-not subject to competitive sealed bidding) | GML 104B  |
| Manager and Department Requesting Services:  | Office of School Leadership:<br>Ms. Roseanne Collins-Judon, Associate Superintendent<br>Dr. Erik Wright, Associate Superintendent<br>Ms. Lissette Colon-Collins, Associate Superintendent   |
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| <b><u>RECOMMENDATIONS FOR CONTRACT AMENDMENTS</u></b>  |   |
| Contract No. / Vendor Name:  |   |
| Original Term of Contract:   |   |
| Original Amount of Contract & Date of BOE/BOCS Approval:   |   |
| Scope:   |   |
| Details of Previous Amendments:  |   |
| Details of New Amendment:  |   |
| Account:(general fund, grant, capital)   |   |
| Form of procurement:(GML 103-GML 104b)   |   |
| Manager and Department Requesting Services:  |   |
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