



**San Francisco Office of the City Administrator
City Administrator Carmen Chu**

Citywide Furniture Term Contracts (TC96001A and TC96001B)

File 260726 and 260727

Office of Contract Administration

Board of Supervisors' Budget and Finance Committee
July 22, 2026

Summary of Requests

The Office of Contract Administration (OCA) maintains term contracts through which all City departments can purchase furniture.

- File No 260726: Authorize OCA to amend term contract with **Resource Design Interiors (RDI)** for various seating lines, delivery, and installation services, extending the term by 3 years and increasing the not-to-exceed (NTE) amount by \$1.63M, to a new total of \$10.63M
- File No 260727: Authorize OCA to amend term contract with **RDI** for various furniture lines, project management, design, delivery and installation services, extending the term by 3 years, 3 months, and 17 days, and increasing the NTE amount by \$8.75M, to a new total of \$17.75M

Contract Background & Need

File No 260726

- In August 2020, OCA awarded RDI a term contract for various seating lines, installation, and delivery services, following a competitive solicitation.
 - Amended in May 2022 to increase certain pricing and extend the term by 3 years, with no change to NTE
 - Amended a second time in October 2024 to increase certain pricing, with no change to contract term or NTE
- Since then, departments have encumbered a total average of \$77,321 per month against this contract.
- Current balance not sufficient to meet anticipated citywide needs.

Contract Background & Need

File No 260727

- In December 2020, OCA awarded RDI a term contract for various furniture lines, project management, design, delivery and installation services, following a competitive solicitation.
 - Amended in March 2022 to increase certain pricing and extend the term by 3 years, with no change to NTE
 - Amended a second time in December 2024 to increase certain pricing, with no change to contract term or NTE
- Since then, City departments have encumbered a total average of \$119,771 per month against this contract.
- Current balance not sufficient to meet anticipated citywide needs.

Conclusion

OCA respectfully requests approval of these contract amendments.