



Contract Modification 2

Citywide Office Supplies

Staples Contract & Commercial, LLC

Mark Homen
500 Staples Drive
Framingham, MA 01702
Supplier Cell Phone (for DocuSign): (510) 608-6964
Supplier e-mail: mark.homen@staples.com

Date: January 28, 2022
Buyer Name: Erica Baker
Term contract: 96715
Contract ID: 1000018782
Supplier ID: 0000010525
Type: Indefinite Quantity
Not-to-exceed amount: **\$16,500,000**

The history of this contract and its modifications is as follows:

Modification	Start Date	End Date	Amount
Original contract	08/01/2020	04/06/2024	\$5,000,000
1	No Change	No Change	Amend contract terms
2	No Change	07/31/2025	\$16,500,000

This modification No. 2 changes the contract as follows:

1. Adds an additional fifteen (15) months and twenty-five (25) days to the duration, extending the end date from April 6, 2024 to July 31, 2025.
2. Adds an additional \$11,500,000 increasing the Not-to-exceed amount from \$5,000,000 to \$16,500,000.
3. Updates contract terms. See Attachment A of this Modification.

All other terms and conditions remain the same.

CITY

Staples Contract & Commercial, LLC

Recommended by:

Florence Kyaun
Supervising Purchaser
Office of Contract Administration

Mark Homen
Key Account Manager
500 Staples Drive
Framingham, MA 01702
Title

Approved:

City Supplier Number: 0000010525

Sailaja Kurella
Acting Director of the Office of Contract
Administration, and Purchaser

Attachment A

Contract Modification No. 2
Contract No. 96715
Staples Contract & Commercial, LLC
January 28, 2022
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The following language is hereby added to the contract as Section 93:

93.1 Personnel

93.1.1 **Qualified Personnel.** Contractor shall utilize only competent personnel under the supervision of, and in the employment of, Contractor (or Contractor's authorized subcontractors) to perform the Services. Contractor will comply with City's reasonable requests regarding assignment and/or removal of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor. Contractor shall commit adequate resources to allow timely completion within the project schedule specified in this Agreement.

93.1.2 Contractor Vaccination Policy.

(a) Contractor acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

(b) A Contract subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

(c) In accordance with the Contractor Vaccination Policy, Contractor agrees that:

(i) Where applicable, Contractor shall ensure it complies with the requirements of the [Contractor Vaccination Policy](https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Contractor an exemption based on medical or religious grounds; and

(ii) If Contractor grants Covered Employees an exemption based on medical or religious grounds, Contractor will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form ("Exemptions Form"), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to "Exemptions" to download the form).