



## MEMORANDUM

To: Clerk of the Board of Supervisors

From: Vivian Po  
Director of Communications, Office of the City Administrator

Re: Legislative Introduction

CC: Sailaja Kurella  
Purchaser and Director, Office of Contract Administration

Date: February 14, 2022

Attached, please find a resolution authorizing OCA to amend Term Contract 96715 with Staples Contract & Commercial, LLC ("Staples"), to increase the contract amount by \$11.5 million for a total not-to-exceed (NTE) amount of \$16.5 million, and to extend term by 15 months and 25 days to July 31, 2025, for a total contract duration of five (5) years.

Please contact Sailaja Kurella, Purchaser and Director of the Office of Contract Administration at [Sailaja.Kurella@sfgov.org](mailto:Sailaja.Kurella@sfgov.org) or (415) 554-6701 with any questions.

We respectfully request that this matter be scheduled in the Budget and Finance Committee to ensure a contract is in place for the purchase of office supplies.