

1 [Contract Amendment - Staples Contract & Commercial, LLC - Office Supplies - Not to
2 Exceed \$16,500,000]

3 **Resolution authorizing the Office of Contract Administration to enter into**
4 **Amendment No. 2 to Contract 1000018782 between the City and County of San**
5 **Francisco and Staples Contract & Commercial, LLC, for the purchase of office**
6 **supplies for City departments, increasing the contract amount by \$11,500,000 for a**
7 **total not to exceed amount of \$16,500,000 and extending the term by 15 months**
8 **and 25 days from April 6, 2024, for a total contract duration of five years from**
9 **August 1, 2020, through July 31, 2025.**

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11 WHEREAS, Charter, Section 9.118(b), requires the Board of Supervisors to
12 approve by Resolution contracts estimated to cost the City \$10,000,000 or more; and

13 WHEREAS, The Office of Contract Administration, pursuant to its authority under
14 Administrative Code, Section 21.16(b), may utilize the competitive procurement process
15 of any other public agency or non-profit made up of multiple public agencies to make
16 purchases of commodities or services for the use of the City under the terms established
17 in the agency's competitive procurement process; and

18 WHEREAS, The Office of Contract Administration determined that Sourcewell, a
19 State of Minnesota local government agency and service cooperative created under the
20 laws of the State of Minnesota, conducted a competitive procurement process that
21 resulted in an award of a contract to Staples for office supply catalog solutions, Contract
22 #012320-SCC, and that use of the terms in that contract are in the City's best interests;
23 and

24 WHEREAS, The Purchaser entered into Contract 1000018782 with Contractor for
25 the Citywide purchase office supplies, in an amount of \$5,000,000 and with a duration of

1 44 months, from August 1, 2020, to April 6, 2024, as amended by Amendment No. 1,
2 dated September 4, 2020, which amended contract terms; and

3 WHEREAS, Amendment No. 2, will increase the total not to exceed contract
4 amount to \$16,500,000 and extend the contract duration to July 31, 2025; and,

5 WHEREAS, The amendment referenced above is on file with the Clerk of the
6 Board of Supervisors in File No. 220172, which is hereby declared to be part of this
7 resolution as if set forth fully herein; now, therefore, be it

8 RESOLVED, That the Board of Supervisors, under Charter, Section 9.118(b),
9 hereby authorizes the Purchaser and Director of the Office of Contract Administration
10 to execute Amendment No. 2 to Contract 1000018782with Staples Contract &
11 Commercial, LLC, increasing the contract amount by \$11,500,000 for a total contract
12 amount of \$16,500,000 and extending the duration by 15 months and 25 days from
13 April 6, 2024, for a total contract duration of five years from August 1, 2020, through
14 July 31, 2025; and, be it

15 FURTHER RESOLVED, That within 30 days of the modification being fully
16 executed by all parties, the Purchaser shall provide the final copy of modification to the
17 Clerk of the Board for inclusion into the official file.

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