

1 [Approving a contract estimated to exceed \$10 million.]

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3 **Resolution approving the award of the City’s new contract for office supplies to Office**
4 **Depot (Contractor) and approving the contract’s not-to-exceed amount of \$17.5 million,**
5 **pursuant to San Francisco Charter Section 9.118(b).**

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7 WHEREAS, The Office of Contract Administrative has conducted a competitive bid for
8 the City’s new contract for office supplies, and Office Depot is the low responsive, responsible
9 bidder; and,

10 WHEREAS, The Office of Contract Administration wishes to award a contract with an
11 initial term of three years, with the possibility of extending the contract via one-year amendments
12 for one or two years; and,

13 WHEREAS, The Office of Contract Administration estimates that the City’s annual
14 expenses under the new contract will be approximately \$3.5 million; now, therefore be it

15 RESOLVED, That the Board of Supervisors approves the proposed award of the contract
16 for office supplies to Office Depot, and approves to the contract’s not-to-exceed amount of
17 \$17.5 million, covering a period of five years.

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