



DATE: September 17, 2021
TO: Angela Calvillo, Clerk of the Board
FROM: Sailaja Kurella, Acting Director of Office of Contract Administration (OCA) and Purchaser
SUBJECT: **Resolution to approve amendment to Term Contract 77524 – Electrical Supplies and Fixtures with Buckles-Smith Electric Co.**

Enclosed is the resolution authorizing an amendment to Term Contract #77524 with Buckles-Smith Electric Co. (Buckles-Smith) increasing the contract amount by \$5.4 million for a total not-to-exceed (NTE) amount of \$15.3 million; and to extend term by one (1) year to June 30, 2023, for a total contract duration of six years.

The Office of Contract Administration (OCA) conducted a solicitation for a Citywide as-needed “term” contract for the purchase of electrical supplies and fixtures in 2017, and Buckles-Smith was awarded the agreement, with an initial contract NTE amount of \$5 million and duration of three years, from July 5, 2017 to June 30, 2020. Due to heavy utilization by City departments, the contract was subsequently amended four times. The current contract is at \$9.9 million, ending on June 30, 2022.

The Buckles-Smith contract offers a wide variety of electrical supplies and fixtures at significant cost savings to City Departments by providing catalogue discounts off the company’s extensive inventory. Discounts are offered by manufacturer/brand.

The Office of Contract Administration (OCA) conducted a usage analysis to determine the proposed NTE amount of \$15.3 million. The annual spend on this contract is approximately \$2.2 million, with expenditures increasing substantially during the COVID emergency. Due to recent heavy usage, the contract is expected to be depleted within the next two months.

This contract is critical for satisfying City departments’ needs for essential electrical products. Approval of this resolution will allow City departments to continue procuring these goods in a streamlined and cost-efficient manner.

If you have any questions or require additional information, please contact Gloria Yuen on my team at 415-554-6258.

Enclosures:

- TC#77524 Electrical Supplies and Fixtures Agreement
- TC#77524 Electrical Supplies and Fixtures Agreement – Modification 1
- TC#77524 Electrical Supplies and Fixtures Agreement – Modification 2
- TC#77524 Electrical Supplies and Fixtures Agreement – Modification 3
- TC#77524 Electrical Supplies and Fixtures Agreement – Modification 4
- Resolution for TC#77524
- S.F. Ethics Commission form 126f4, Notification of Contract Approval