

City and County of San Francisco
London N. Breed, Mayor



Office of the City Administrator
Carmen Chu, City Administrator
Sailaja Kurella, Acting Director
Office of Contract Administration/Purchasing

DATE: October 3, 2022
TO: Angela Calvillo, Clerk of the Board
FROM: Sailaja Kurella, Director of Office of Contract Administration (OCA) and Purchaser^{SK}
SUBJECT: **Resolution to approve amendment to Term Contract 1000005805 – Electrical Supplies and Fixtures with Buckles-Smith Electric Co.**

Enclosed is the resolution authorizing an amendment to Contract 1000005805 (OCA Term Contract 77524) with Buckles-Smith Electric Co. (Buckles-Smith) increasing the contract amount by \$3 million for a total not-to-exceed (NTE) amount of \$16,946,868.

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 five times. The current contract is at \$13,946,868.00 ending on June 30, 2023.

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.

OCA conducted a usage analysis to determine the proposed NTE amount of \$16,946,868 which includes a fifteen percent (15%) contingency. The average annual spend on this contract is approximately \$2.6 million, with expenditures increasing substantially during the COVID emergency. Expenditures have remained high during Fiscal Year ‘22 and Fiscal Year ‘23. 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 Romeo Alberto on my team at 415-554-6217.

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
TC#77524 Electrical Supplies and Fixtures Agreement – Modification 5
TC#77524 Electrical Supplies and Fixtures Agreement – DRAFT Modification 6
Resolution for TC#77524
S.F. Ethics Commission form 126f4, Notification of Contract Approval