

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 Staples  
25 Contract & Commercial, LLC (operating as Staples Business Advantage) for the Citywide

1 purchase office supplies, in an amount of \$5,000,000 and with a duration of 44 months,  
2 from August 1, 2020, to April 6, 2024, as amended by Amendment No. 1, dated  
3 September 4, 2020, which amended contract terms; and

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

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

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

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

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