

City and County of San Francisco  
 Office of Contract Administration  
 Purchasing Department  
 City Hall, Room 430  
 1 Dr. Carlton B. Goodlett Place  
 San Francisco, CA 94102-4685



# Contract Modification 1

## Citywide Office Supplies

**Staples Contract & Commercial, LLC**  
**(Operating as Staples Business Advantage)**

ATTN: Mark Homen  
 Staples Business Advantage  
 500 Staples Drive  
 Framingham, MA 01702  
 E-mail: mark.homen@staples.com

Date: September 4, 2020

Buyer Name: Lee Rochelle Laxamana  
 Term contract: TC 96715  
 Contract ID.: 1000018782  
 Supplier ID: 0000010525  
 Type: Indefinite quantity:  
 Not-to-exceed amount: \$5,000,000

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	8/1/2020	4/6/2024	\$5,000,000	
1	No Change	No Change	No Change	Amend contract terms

This modification 1 changes the contract as follows:

- Updates contact terms. See Attachment A of this Modification.

All other terms and conditions remain the same.

**Approved by the City:**

DocuSigned by:

*Florence Kyaun*

00261AF-3335146B...  
 Florence Kyaun

Sailaja Kurella,  
 Acting Director of OCA and Purchaser

**Approved by the Contractor:**

DocuSigned by:

*Joseph Gorman*

2998D15FE78F4EA...  
 Joseph Gorman

Joseph Gorman,  
 Vice President of Commercial Sales

**Appendix A, Section 6(B)(20). Toner and Ink Cartridges is deleted and replaced in its entirety:**

**(20) Toner and Ink Cartridges.**

**a.** Toner and Ink Cartridges must have ONE of the following environmental attributes:

**(i) Remanufactured (Standard or High-Yield).**

**(A)** Must meet or exceed OEM cartridge standards for quality and performance and meet remanufactured cartridge industry standards.

**(B)** Manufactured by a company that is [certified by the International Technology Council \(ITC\)](#) based on standards adopted by the Standardized Test Methods Committee (SMTC) -OR-

**(C)** Certified by [UL EcoLogo](#).

**(ii) High-yield Original Equipment Manufacturer (OEM) cartridge.**

**(iii) Made with at least 30% post-consumer recycled content (PCRC) or 50% total recycled content.**

**(iv) USDA Biobased-certified.**

**b.** The Contractor will warrant no more than 2% failure rate of toner cartridges supplied and will provide 100% replacement warranty for all cartridges supplied for a period of one year from the date of purchase. This warranty shall be provided with each cartridge and shall cover defects in the cartridge, material used in the cartridge, workmanship and damage during shipment.

**c. Defective Toner Cartridges.** All defective toner cartridges (both OEM and remanufactured) will be returned to the Contractor for replacement toner cartridges within one business day at Contractor's expense. The Contractor will provide the following if problems occur with the printers/copiers/multifunction devices due to the Contractor's defective toner cartridges:

**(i)** Assign a competent factory-trained authorized service technician to repair printer/copier/multifunction device within one business day, at no cost to the City - OR -

**(ii)** Reimburse the City for any printer/copier/multifunction device repair service due to the Contractor's defective cartridge - OR -

**(iii)** Pay for an equivalent replacement of the printer/copier/multifunction device, at no cost to the City.