



DATE: January 31, 2022
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 96715 – Citywide Office Supplies with Staples Contract & Commercial, LLC**

Enclosed is the proposed resolution authorizing an amendment to Term Contract 96715 with Staples Contract & Commercial, LLC (“Staples”), to increase the contract amount by \$11.5 million for a total not-to-exceed (NTE) amount of \$16.5 million, and to extend term by 15 months and 25 days to July 31, 2025, for a total contract duration of five (5) years.

Pursuant to its authority under San Francisco Administrative Code, Section 21.16(b), the Office of Contract Administration utilized the competitive procurement process of Sourcewell, a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota, to award Term Contract 96715, with an initial contract NTE amount of \$5 million and duration of 44 months, from August 1, 2020 to April 6, 2024. This contract was amended once to update the contract terms.

The Staples contract offers a broad range of office supplies, including, but not limited to: paper or writing products, refills and consumables, boxes and storage supplies, packaging and shipping products, cleaning and facility supplies, organizers and boards, books and forms, measurement and calculation tools or devices, fasteners, tapes and adhesives, mats, and similar or related products, breakroom supplies, warehouse and materials handling supplies, first aid and safety supplies, office food service ware and supplies, promotional products and supplies, toner and ink, cords, and computer peripherals such as headsets, keyboards, mice, and memory media. This contract is utilized heavily by all City departments.

The Office of Contract Administration (OCA) conducted a usage analysis to determine the proposed NTE amount of \$16.5 million. This amount is required in order to support City business needs to July 31, 2025. The annual spend on this contract is approximately \$3,315,000. The contract is expected to be depleted within two months.

This contract is critical for satisfying City departments’ needs for essential office supplies. 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 Erica Baker on my team at 415-554-5113.

Enclosures:

TC#96715 Citywide Office Supplies Agreement
TC#96715 Citywide Office Supplies Agreement – Modification 1
TC#96715 Citywide Office Supplies Agreement – Modification 2
Resolution for TC#96715
S.F. Ethics Commission form 126f4, Notification of Contract Approval