



MEMORANDUM

To: Clerk of the Board of Supervisors

From: Vivian Po
Director of Communications, Office of the City Administrator

Re: Legislative Introduction

CC: Sailaja Kurella
Purchaser and Director, Office of Contract Administration

Date: February 14, 2022

Attached, please find a resolution authorizing OCA to amend Contract 1000018631 (OCA Term Contract 74105) with W.W. Grainger, Inc. (Grainger) increasing the contract amount by \$2,200,000 for a total not-to-exceed (NTE) amount of \$12,100,000.

Please contact Sailaja Kurella, Purchaser and Director of the Office of Contract Administration at Sailaja.Kurella@sfgov.org or (415) 554-6701 with any questions.

We respectfully request that this matter be scheduled in the Budget and Finance Committee to ensure a contract is in place in a timely manner.