



**San Francisco Office of the City Administrator  
City Administrator Carmen Chu**

# **Office Supplies Contract – Proposed Amendment**

*File 22-0172*

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Office of Contract Administration

Board of Supervisors' Budget and Finance Committee  
April 13, 2022

# Contract Summary

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- Citywide term contract for wide range of office supplies
- Competitively procured by Sourcewell, a cooperative purchasing organization
- Awarded to Staples Contract & Commercial, LLC (dba Staples Business Advantage) per Admin. Code § 21.16(b) in July 2022
  - Current NTE \$5M, ending on April 6, 2024
  - Amended once; no change to NTE or duration
- City receives volume discount pricing provided to all Staples Business Advantage customers under Sourcewell

# Contract Expenditures

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Actual Expenditures (through 12/ 13/ 21)	\$ 4,419,997
Average Monthly Expenditures	\$ 276,250
Projected Expenditures (through 7/2025)	\$ 11,818,742
Actual and Projected Expenditures Subtotal	\$ 16,298,739
Contingency (1%)	\$ 201,261
<b>Total Not-to-Exceed</b>	<b>\$ 16,500,000</b>

# Proposed Amendment

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- Staples Contract and Commercial, LLC dba Staples Business Advantage (*Contract ID 1000018782 / File 22-0172*):
  - Increase NTE by \$11.5M, to **\$16.5M**
  - Extend end date to **July 31, 2025**, for total duration of five years



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# **Technology Marketplace Proposed Contract Amendments**

*Files 22-0175 – 22-0180*

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# Evolution of Technology Marketplace

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- Originated in the 1990's as an efficient purchasing model for the City's technology needs.
- Reduces the time required to complete a transaction from several months to 1-2 weeks.
- Expanded from a handful number of suppliers to more than 50 in its most recent iteration.

# General Structure

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- As of 2022, consists of **51 suppliers**, separated into three tiers, with as-needed term contracts used by the City's 60+ departments to purchase technology goods and services based on departments' business needs.
  - **Tier 1:** 18 contracts with initial NTE amounts of \$20 million each. Pool consists of 2 Joint Ventures with LBEs.
  - **Tier 2:** 9 contracts with initial NTE amounts of \$3 million each. Pool consists of 3 LBEs.
  - **Tier 3:** 24 contracts with initial NTE amounts of \$600,000 each. All contracts are with Micro-LBEs.
- All transactions above established thresholds must be bid out.

# Contract Expenditures

<b>Supplier</b>	<b>Actual Expenditures</b> (through 1/31/22)	<b>Projected Expenditures</b> (Avg. Exp/Month * 23 Months)	<b>Amended NTE</b> (Actual + Projected) Rounded to Nearest \$100,000
<b>CCT Technologies</b> (File 22-0175)	38,787,870	24,111,378	<b>62,900,000</b>
<b>Cornerstone Technology Partners</b> (File 22-0176)	19,230,841	11,954,306	<b>31,200,000</b>
<b>Insight Public Sector File</b> (File 22-0177)	24,466,199	15,208,718	<b>39,700,000</b>
<b>InterVision Systems</b> (File 22-0178)	27,388,323	17,025,174	<b>44,400,000</b>
<b>XTech JV</b> (File 22-0179)	71,367,235	44,363,416	<b>115,700,000</b>
<b>Zones</b> (File 22-0180)	14,546,538	9,042,443	<b>23,600,000</b>



# Contract Expenditures by Dept.

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<u>Department</u>	<u>Amount (Through 1/31/22)</u>
Airport	\$45,521,677
Department of Technology	33,831,826
Public Utilities Commission	30,634,681
Human Services Agency	15,845,716
Department of Public Health	9,432,172
Public Works	9,007,465
Public Library	8,679,973
City Administrator's Office	6,022,583
Police Department	5,447,565
Controller's Office	4,767,348
Treasurer/Tax Collector	3,059,332
Fire Department	2,505,003
General City Responsibility	2,494,600
Assessor/Recorder	2,469,171
City Planning	2,324,274
District Attorney's Office	2,077,837
Recreation and Park Department	1,518,885
Department of Emergency Management	1,224,337
Port	886,191
Department of Children, Youth, & their Families	828,550
Department of Building Inspection	812,877
Mayor's Office	597,587
City Attorney's Office	560,261
Department of Elections	530,709
Department of Human Resources	510,268
Other City Departments (Under \$500,000 in Expenditures)	3,722,393
<b>Total</b>	<b>\$195,313,280</b>

# Proposed Amendments

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1. **CCT Technologies:** Amendment 4, increasing the NTE to \$62,900,000 *(Contract ID 1000012604/ File 22-0175)*
2. **Cornerstone Technology Partners:** Amendment 2, increasing the NTE to \$31,200,000 *(1000012606 / File 22-0176)*
3. **Insight Public Sector:** Amendment 3, increasing the NTE to \$39,700,000 *(1000012609 / File 22-0177)*
4. **InterVision Systems:** Amendment 3, increasing the NTE to \$44,400,000 *(1000012610 / File 22-0178)*
5. **XTech JV:** Amendment 4, increasing the NTE to \$115,700,000 *(1000012618 / File 22-0179)*
6. **Zones:** Amendment 2, increasing the NTE to \$23,600,000 *(1000012619 / File 22-0180)*

**Thank You**