




Edwin M. Lee
Mayor

Jaci Fong
Director and Purchaser
Purchasing

Date: December 30, 2016

To: Angela Calvillo, Clerk of the Board

From: Jaci Fong, Purchaser and Director 

Subject: Resolution approving a contract amendment in relation to the supply of Avaya phone equipment

The Office of Contract Administration (“OCA”) is submitting the enclosed resolution that will authorize OCA to execute an amendment to a term contract that is heavily utilized by the City to procure Avaya phone equipment and related ancillary services.

The current contract with AdvanTel has a not-to-exceed threshold of \$9.9 Million. Pursuant to Charter Section 9.118(b), it is OCA’s intention to adjust the NTE to \$15 Million to accommodate anticipated purchasing needs in 2017 and 2018.

If you have any questions, please contact Rob Henning (415-554-6212) or Shawn Peeters (415-554-7030). Thank you for your consideration.