



City of San Antonio

Contract Summary Sheet

Date: 12/12/2019
Agenda Item: 19-8410

Name/Title (Caption as shown on agenda): Amendment to Annual Contract for Office Supplies 6100005505 VF	
Brief Description of Item(s) and Use: This amendment to City approved Ordinance 2015-06-18-0529 awarded to Office Depot, Inc. will extend the temporary term extensions of the contract by 3 additional months. This annual contract provides the purchase and delivery of general office supplies and products utilized by over 400 City facilities. The extension is requested due to the additional time required to develop solicitation requirements which address alternatives for "greener" and more sustainable office supply options.	
Total \$:	\$400,000.00 increase; \$5,500,000.00 total contract value
Contract Period:	January 1, 2020 through March 31, 2020
Method of Procurement:	Amendment
Price Trend:	0% increase
Contract Info:	Formal ___ Annual <u>X</u> Support/Maintenance ___ Lease ___
Recommended Contractor(s):	Office Depot, Inc., 6600 North Military Trail, Boca Raton, FL 33496 (Non-Local)
Previous Contractor(s):	Office Depot, Inc., 6600 North Military Trail, Boca Raton, FL 33496
Comments:	N/A
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, the City would be required to purchase general office supplies and products through a variety of office supply vendors as needs arise thereby overlooking the advantage associated with the City's consolidated purchasing power of procuring office supplies through one vendor.
Using Department (s):	Citywide