



City of San Antonio Contract Summary Sheet

Date: 6/17/2021
Agenda Item: 21-3900

Name/Title (Caption as shown on agenda): Change Order to Annual Contract for Office Furniture 6100006733 DRS	
Brief Description of Item(s) and Use: This contract provides the purchase, delivery and installation of office furniture on an as needed basis to City departments. The contractors provide items such as seating, desks/tables, filing and storage cabinets, and system furniture and accessories. In addition, contractor provides design services such as space planning, reconfiguration of existing systems, and assistance with furniture selection and installation services to include all labor required to assemble, deliver, set-up and install office furniture.	
The term for the original contract was from November 3, 2016 and, as renewed and extended, ends on June 30, 2021. This Change Order will extend the contract with Gateway Printing & Office Supply Inc., Staples Contract & Commercial Inc., Caprock Group LLC dba Texas Wilson Office Furniture & Services, and Workplace Resource, LLC under the same terms and conditions for an additional three-month period from July 1, 2021 through September 30, 2021. This short-term extension is requested to maintain required services while the new contract is scheduled for Council consideration in September 2021.	
Total \$:	\$375,000.00 for a three-month period
Contract Period:	July 1, 2021 through September 30, 2021
Method of Procurement:	Change Order
Price Trend:	N/A
Contract Info:	Formal ___ Annual <u>X</u> Support/Maintenance ___ Lease ___
Recommended Contractor(s):	Gateway Printing & Office Supply, Inc. 11889 Starcrest, San Antonio, TX 78247 Staples Contract & Commercial, Inc., 7420 Blanco Road, San Antonio, TX 78219 Caprock Group LLC dba Texas Wilson Office Furniture & Services, 6812 Fairground Parkway, San Antonio, TX 78238 Workplace Resource, LLC, 4400 NE Loop 410, Ste. 130, San Antonio, TX 78218
Previous Contractor(s):	Gateway Printing & Office Supply, Inc. 11889 Starcrest, San Antonio, TX 78247 Staples Contract & Commercial, Inc., 7420 Blanco Road, San Antonio, TX 78219 Caprock Group LLC dba Texas Wilson Office Furniture & Services, 6812 Fairground Parkway, San Antonio, TX 78238 Workplace Resource, LLC, 4400 NE Loop 410, Ste. 130, San Antonio, TX 78218
Comments:	N/A
Anticipated Future Requirements and Action:	N/A

Procurement Alternative:	Should the change order not be approved, City departments would be required to procure office furniture on an as-needed basis. Departments would not realize fixed discount pricing and other cost savings such as design and support services associated with having a term contract in place. In addition, lack of a contract could increase the time to procure furniture and lengthen delivery items.
Using Department (s):	Citywide