



## Legislation Text

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**File #:** 21-1468, **Version:** 1

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Chief Administrative Office, Procurement and Contracts Division, recommending the Board consider the following:

- 1) Waive the competitive bidding requirements and extend the current Countywide office supply purchase contract with Sierra Office Systems & Products Inc. as authorized by Ordinance Section 3.12.160 (F), finding that the extension is necessary to avoid an interruption of County business;
- 2) Extend the current office supply purchase contract 2042 for an additional one year or until a new competitive solicitation process is completed and a new office supply purchase contract is awarded; and
- 3) Authorize the Purchasing Agent to increase the purchase contract on an "as needed" basis as long as funding is available within the requesting departments' budgets.

**FUNDING:** N/A

### **DISCUSSION / BACKGROUND**

On September 27, 2016, the Board of Supervisors awarded Request for Proposal (RFP) 17-615-002 to Sierra Office Systems & Products Inc for the purchase of office supplies, paper, and ink and toner cartridges. The Purchasing Agent was authorized to issue a blanket purchase order, now known as a purchase contract in FENIX, in the amount of \$1,500,000 for a three (3) year term, with two (2) one (1) year options to extend the purchase order. The term of the existing contract (2042) including the extensions ends on September 27, 2021. The Procurement and Contracts Division is in the process of preparing to release a new competitive solicitation for the purchase of office supplies. Until the process is complete, and the Board awards a new purchase contract, Sierra Office Systems & Products Inc has agreed to extend the current contract in accordance with their original proposal.

### **ALTERNATIVES**

Without the ability to purchase office supplies, ink and toner, and paper, County staff's ability to do their jobs would be significantly impacted.

### **PRIOR BOARD ACTION**

09/27/2016 Legistar 16-0915 - Award RFP 17-615-002 to Sierra Office Systems & Products Inc.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

N/A

### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

### **FINANCIAL IMPACT**

There is no additional General Fund impact. Departments have included appropriations for these purchases in their recommended/adopted budget.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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