

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.29
(ID # 11415)

MEETING DATE:
Tuesday, December 17, 2019

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Ratify and Approve Amendment No. 6 with Staples Contract & Commercial, Inc., to extend the contract for one-year through December 14, 2020 [All Districts], (Total \$5,500,000) 100% Department Budgets

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment No. 6 with Staples Contract & Commercial, Inc., to extend the contract period for one year from December 15, 2019 to December 14, 2020 for an annual amount of \$5,500,000.

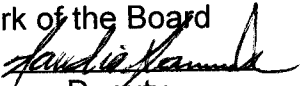
ACTION: Policy


Teresa Summers, Director of Purchasing 11/27/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: December 17, 2019
xc: Purchasing

Kecia R. Harper
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 2,750,000	\$ 2,750,000	\$ 5,500,000	
NET COUNTY COST	\$	\$	\$	\$
SOURCE OF FUNDS: 100% Department approved budgets			Budget Adjustment:	No
			For Fiscal Year: 19/20 & 20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The County of Riverside utilizes Staples Contract & Commercial, Inc. ("Staples") to provide just-in-time office supplies throughout its departments. Staples was awarded the countywide agreement based on a solicitation conducted in 2015 for a five-year period through December 2019. A one-year extension of the current agreement is requested to allow the counties of Riverside and San Bernardino to align our contract performance period so that we may join together in a cooperative bid this coming year.

It is the desire of both counties to leverage our combined purchasing power to obtain deeper discounts from vendors. Staples has agreed to hold firm the current contract pricing through the one-year extension. The one-year extension is Amendment No.6 to the existing five-year contract with Staples. Previous amendments No.1 through No.5 were for the annual renewals of the contract.

Impact on Residents and Businesses

The ability to leverage the purchasing power of two counties provides opportunities for deeper discounts that assists departments with reducing their office supply costs.

Additional Fiscal Information

The County purchases approximately \$5 million in office supplies yearly through the Staples contract. The request for \$5.5 million allows for any increases departments may require to meet their business needs. County departments budget for office supplies in their Board approved budget submittals; there are no budget adjustments needed for this contract extension.

Contract History and Price Reasonableness

The current contract with Staples is based on an award from Request for Proposal (RFP) PUARC-1359, released in 2015 by Purchasing for a countywide contract for office supplies. Purchasing sent notifications to over 500 vendors. Five (5) bids were deemed responsive.

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The proposals were carefully reviewed by an evaluation team consisting of personnel from the Supply Services Division. The evaluation team reviewed and scored each Proposal based upon the bidder's responses to the following criteria.

- Overall responsiveness and general understanding of the RFP requirements
- Bidder's Experience and Company ability
- Technical capability and project methodology
- Overall Cost to the County
- References with demonstrated success with similar work to the Scope of Service
- Financial Status
- Clarification/Exceptions or Deviations
- Credential/Resumes/Licenses/Certifications

Best and final offers with the top two vendors were conducted and based on overall responsiveness, County staff entered into final negotiations with Staples. The evaluation team recommended that the contract be awarded to Staples for five (5) years through December 14, 2019.

Staples has agreed to hold firm all current contract pricing through the one-year extension. Purchasing will be coordinating with the County of San Bernardino to release a joint RFP in 2020.



Gregory V. Priaplos, Director County Counsel 12/9/2019

COUNTY OF RIVERSIDE
AMENDMENT NO. 6 TO THE AGREEMENT
WITH
Staples Contract & Commercial, Inc.

Original Contract Term:	December 15, 2014 through December 14, 2019
Effective Date of Amendment:	December 15, 2019
Original Annual Maximum Contract Amount:	Not Applicable
Amended Annual Maximum Contract Amount:	\$5,500,000
Contract ID:	RIVCO-6200-001-12/19

This Amendment No. 6 to the Service Agreement for Office Supplies and Printer Ink/Toner Cartridges is entered into by and between County of Riverside (COUNTY) and Staples Contract & Commercial, Inc. (CONTRACTOR), effective December 15, 2019

WHEREAS, COUNTY and CONTRACTOR entered into the Service Agreement for Office Supplies and Printer Ink/Toner Cartridges, effective April 14, 2015 (the "Agreement"); and

WHEREAS, COUNTY and CONTRACTOR exercised the options in the Agreement to extend the term through December 14, 2019; and

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement for the sixth time to further extend the term of the Agreement.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. The first sentence of section 2.1 of the Agreement ("Period of Performance") is hereby deleted in its entirety and replaced with the following: "This Agreement shall be effective from December 15, 2014 through December 14, 2020, unless terminated earlier."
2. The first sentence of section 3.1 of the Agreement ("Compensation") is hereby deleted in its entirety and replaced with the following: "The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR, including all expenses, shall not exceed \$5,500,000 annually."
3. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.


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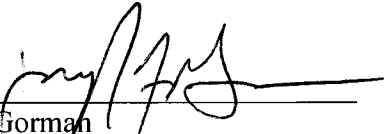
COUNTY OF RIVERSIDE
AMENDMENT NO. 6 TO THE AGREEMENT
WITH

Staples Contract & Commercial, Inc.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California


Staples Contract & Commercial, Inc.

By: 
Kevin Jeffries
Title: Chairman of the Board of Supervisors
Dated: DEC 17 2019

By: 
Joe Gorman
Title: VP of Commercial Sales
Dated: 12/3/19


ATTEST:

Kecia R. Harper
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel

By: 
Susanna Oh
Deputy County Counsel