

City and County of San Francisco

Office of Contract Administration



Edwin M. Lee
Mayor

Jaci Fong
Director and Purchaser
Purchasing

July 31, 2014

To: All CCSF Departments



From: Deirdre Darley, OCA Purchasing

Cc: Jaci Fong, Director and Purchaser, OCA
Kofo Domingo, Assistant Director, OCA

Subject: Office Supplies – New Term Contract #96711

We are pleased to announce that a new 1 Year Office Supplies contract was awarded to Staples Corporation. The new term contract (TC96711, Citywide Blanket #BPSF00003951) will be effective on August 1, 2014. Please be aware of several items going forward:

1. New catalog items and pricing will be effective August 1, 2014 through June 30, 2015.
2. StaplesAdvantage systems access will remain the same, so if your current password/ID is valid, it will operate in the same manner. If you do not have a current password/ID, please contact Jason Li at Jason.Li@sfgov.org for the instructions and form to set up your account.
3. Each department **must** provide their Departmental Purchase Order Number to the Staples High Touch Customer Service Team by emailing ctycntysanfran@staples.com by August 15, 2014 to allow for systematic coordination of approval flows. **If DPO #s are not provided to Staples, users will not be able to access the StaplesAdvantage ordering system for the new term contract.**

Additionally, please make note of the following:

Toner/Ink Cartridges:

A list of commonly used toner cartridges with corresponding Staples part #s will be posted on the StaplesAdvantage landing page for user reference.

As always Departments are encouraged to order re-manufactured toner/ink cartridges whenever possible, but item #s for new cartridges will also be available. Empty toner cartridges can be arranged for pick up by your Staples driver for recycling. If at all possible use the original box and packaging materials. Large quantities of empty toners can be arranged for pick up also. Please contact the Staples High Touch Customer Service team for used toner pickup.

For any questions regarding orders, contact the dedicated Staples High Touch Customer Service team at 888-438-4804 or ctycntysanfran@staples.com.

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Staples Contact: Tom Croley, tom.croley@staples.com