

Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

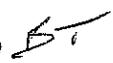
Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: *September 27, 2017*

TO: *Board of County Commissioners*

FROM: *Bill Taylor, Procurement Manager, CPO* 
Don D. Moya, Finance Director

VIA: *Katherine Miller, County Manager*

ITEM AND ISSUE: BCC Meeting October 10, 2017

Request Approval of Amendment No. 3 to Price Agreements No. 2015-0073-A-ASD/PL with Matthews Office Supply, Agreement No. 2015-0073-B-ASD/PL with Midway Office Supply, and Agreement No. 2015-0073-C-ASD/PL with School Specialty Office Supply for Office Supplies for all County Departments and Grant Signature Authority to the County Manager to Sign the Purchase Orders. (Bill Taylor, Purchasing Division)

SUMMARY:

The Purchasing Division is requesting BCC approval of Amendment No. 3 to Price Agreement No's. 2015-0073-A-ASD/PL with Matthews Office Supply, Agreement No. 2015-0073-B-ASD/PL with Midway Office Supply, and Agreement No. 2015-0073-C-ASD/PL with School Specialty Office Supply for Office Supplies for all County Departments.

BACKGROUND:

In October, 2014, Santa Fe County entered into firm fixed Price Agreements No. 2015-0073-A-ASD/PL with Matthews Office Supply, Agreement No. 2015-0073-B-ASD/PL with Midway Office Supply, and Agreement No. 2015-0073-C-ASD/PL with School Specialty Office Supply for Office Supplies for an initial term of 1 year. Amendment No. 1 and 2 to these agreements extended the term two additional years. The contract was originally signed by the County Manager because the total amount expended for this contract by Santa Fe County Departments was below her signature authority. The Purchasing Department would like to exercise the option to renew the contract for an additional one year term, however the total contract amount that may be expended, including this Amendment No. 3, may exceed the County Managers signature authority. Therefore, the Purchasing