



# STAFF REPORT

DATE: 07/02/2025  
TO: Honorable Mayor and City Council Members  
FROM: Finance Department

---

**2025-286**

## REQUEST FOR CITY COUNCIL ACTION

### SUBJECT:

APPROVAL OF CHANGE ORDER INCREASE OF \$50,000 TO THE PURCHASE ORDER B250194 WITH STAPLES ADVANTAGE FOR THE PURCHASE OF OFFICE SUPPLIES AND RELATED MATERIALS

### EXECUTIVE SUMMARY:

This report requests the City Council to approve a \$50,000 change order to Fiscal Year (FY) 2025 Purchase Order B250194 with Staples Advantage for office supplies and related materials.

### RECOMMENDED ACTION:

That the City Council:

- a. Approve a change order in the amount of \$50,000 to the FY 2025 purchase order B250194 with Staples Advantage.
- b. Authorize the City Manager, or his designee, to issue a change order to the FY 2025 purchase order B250194 with Staples Advantage in the amount of \$50,000 for a total amount of \$150,000.

### BACKGROUND & HISTORY:

Since Fiscal Year 2012, the City has purchased office supplies and related materials from Staples, utilizing various competitively sourced cooperative purchasing agreements awarded to this vendor. Currently, the City is using the Sourcewell contract 091423-SCC.

**ANALYSIS:**

Due to increased department purchases, the total purchase order amount with Staples Advantage must be increased from \$100,000 to \$150,000.

**FINANCIAL IMPACT:**

Funding for the recommended actions is available in the Fiscal Year 2025 operating budgets.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action approves the contract for the administration of the business license program, and there is no possibility that approval of the recommended actions will have a significant effect on the environment. Therefore, no environmental analysis is required.

**PREPARED BY:** YASMIN LOPEZ, PURCHASING MANAGER

**REVIEWED BY:** JULIE KENNICUTT, DEPUTY FINANCE DIRECTOR