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**Notice of Intent to Award Contract**

May 29 2024

**Mr. Brandon Kavrell**

Key Account Executive

*Staples Advantage*

6801 Koll Center Parkway, #220

Pleasanton, CA 94566

Email: Brandon.Kavrell@Staples.com

**Re: CCC-RFP 2312-723 Miscellaneous Cut Sheet Paper and Other Paper Products  
CCC-RFP 2312-724 Miscellaneous Envelopes**

Dear Mr.Kavrell

The Contra Costa County Purchasing Division "County" hereby announces its intent to award the contract(s) for the:

**Miscellaneous Cut Sheet Paper & Envelopes**

to:

***Staples Advantage***

This Notice of Intent to Award is contingent on the approval of the Board of Supervisors of Contra Costa County and the execution of a negotiated written contract and, as a result, this Notice does NOT constitute the formation of a contract between the County and **Staples Advantage** ("Vendor"). The Vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the County is executed. If **Staples Advantage** fails to negotiate and execute a contract with the County, the County may revoke the award and award the contract to the next highest ranked vendor or withdraw the RFP. The County further reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

Thank you for participating in the competitive selection process. You will be contacted by the Department soon for contract negotiation and signing.

Sincerely,

Anne Ortiz

Buyer II

925-957-2491

Email: anne.ortiz@pw.cccounty.us