



SAN FRANCISCO CITY COLLEGE DISTRICT

PREFERRED VENDORS LIST

FOR FY 2024

Please contact us at Purchasing@ccsf.edu with any questions or concerns you may have. ODP/Amazon guides and setup information can be found under the Commonly Used Forms tab.

Audio Visual:

- B&H Photo Video* california@bhphoto.com,
- Bluum * (formerly Troxell) chris.kolar@bluum.com,
- ODP Corporation* (formerly Office Depot)

Note: contact helpdesk@ccsf.edu for quotes/minimum standards.

Business Cards: Internally through the Visual Media Design Department, contact Colin Hall chall@ccsf.edu. Folger Graphics print@folgergraphics.com.

Furniture:

- KI* Patrick.welch@ki.com.
- Steelcase* kschimdt@steelcase.com.

Note: If furniture is attached to District property, please contact Facilities for approval/guidance.

Computers: Work with IT helpdesk@ccsf.edu for quotes/minimum standards. Current standards are Dell PCs.

Office Chairs: Ergo Comfort West ecwest.frank@gmail.com

Office Supplies: ODP* (formerly Office Depot) and Amazon

Office Equipment (items individually priced over \$1,000):

- CDWG* gianna.panozzo@cdwg.com,
- Bluum* (formerly Troxell) chris.kolar@bluum.com



Paper:

- ODP* for smaller orders,
- Kelly Spicers* jay.vincent@kellyspicers.com for larger orders (multiple cases / pallets)

Printers/toner: copiers and networked toners are serviced through Konica Minolta ccsfsupport@kmb.konicaminolta.us. Individual/non-networked printers need IT approval/support.

Promotional materials:

- Bay Area Graphics info@bayareagraphics.com,
- Bayside Printed Products emilyk@bayside1.com,
- Creative MC team@creativemc.com

Software: requires IT approval, email: helpdesk@ccsf.edu

Note: Per AP 8.06 most purchases of goods over \$3,000 require at least 3 informal quotes from different vendors. Some vendors (denoted by as asterisk*) offer pricing based on competitively bid contracts and do not require additional quotes if less than \$60,000.