



Contra  
Costa  
County

To: Contra Costa County Fire Protection District Board of Directors  
From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
Date: September 12, 2017

Subject: Purchase Order Amendment

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Fire Chief, a purchase order amendment with William E. Munson Company, to increase the payment limit by \$6,000 to a new payment limit of \$506,000, for the purchase of a 32-foot fire boat for the Contra Costa County Fire Protection District's Maritime Response Team.

**FISCAL IMPACT:**

100% Special District Revenue

**BACKGROUND:**

On October 25, 2016, the Fire Board of Directors authorized the execution of a purchase order in an amount not to exceed \$500,000 for the acquisition of a 32-foot fire boat for the Contra Costa County Fire Protection District Maritime Response Team.

The original quote for the boat, including sales tax at 8.5%, was under \$500,000. Subsequent specification changes increased the quoted price, but the overall cost of the project was still under \$500,000. However, between the time the purchase order was executed and the District was invoiced for the boat (after delivery), the sales tax rate

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **09/12/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, Director  
Candace Andersen, Director  
Diane Burgis, Director  
Karen Mitchoff, Director  
Federal D. Glover, Director

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 12, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Jeff Carman  
(925) 941-3500

By: June McHuen, Deputy

cc:

changed from 8.5% to 8.75%. Additionally, the District initially planned to make arrangements to physically acquire

BACKGROUND: (CONT'D)

the boat but later decided to have the vendor deliver it.

These changes resulted in a final invoice that was approximately \$6,000 over the initial authorized amount of \$500,000. The Auditor-Controller requires an amended purchase order and a new Board order to process the payment for the amount in excess of \$500,000.

CONSEQUENCE OF NEGATIVE ACTION:

The District will not be able to pay the vendor the balance due on the fire boat.