



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: July 28, 2020

Subject: Blanket Purchase Order Amendment with HiTouch Business Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, an amendment to the blanket purchase order with HiTouch Business Services, to extend the term from August 31, 2020 through February 28, 2021 with no change to the payment limit, for the purchase of office supplies, Countywide. (100% Department User Fees)

FISCAL IMPACT:

Office supply costs paid by County Departments (100% Department User Fees).

BACKGROUND:

Contra Costa County Purchasing Services is requesting to extend a blanket purchase order used by County Departments for the ordering of office products and supplies. HiTouch Business Services is one of two companies selected to provide products to the County. Prices are based on that National Association of State Procurement Officials (NASPO), and Western States Contracting Alliance (WSCA) Agreement PA5738. The Blanket Purchase Order covering all departments allows the County to consolidate purchases and maximize savings.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **07/28/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II
Supervisor

Diane Burgis, District III Supervisor

Karen Mitchoff, District IV
Supervisor

Federal D. Glover, District V
Supervisor

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: July 28, 2020

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

By: Laura Cassell, Deputy

Contact: Cindy Shehorn,
925-957-2495

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without a blanket purchase order, departments would select their own office supply vendors thereby increasing costs and duplicating effort.