



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: January 19, 2021

Subject: Blanket Purchase Order with AAA Business Supplies and Interiors

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, a blanket purchase order with AAA Business Supplies and Interiors, in an amount not to exceed \$1,000,000, for office products and supplies to be used throughout the County, for the period March 1, 2021 through May 31, 2024.

**FISCAL IMPACT:**

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

**BACKGROUND:**

Contra Costa County Purchasing Services is requesting approval of a blanket purchase order to be used by County departments for the ordering of office products and supplies. Prices are based on the Omnia Partners Cooperative Purchasing Contract #R190301. The blanket purchase order covering all departments will allow the County to consolidate purchases, and maximize savings.

**CONSEQUENCE OF NEGATIVE ACTION:**

Without a blanket purchase order in place, departments would select their own office supply

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **01/19/2021** ☒ 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: January 19, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Cynthia Shehorn,  
925-957-2495

cc:

vendors, thereby increasing costs by not taking advantage of cooperative purchasing discounts.