



**Contra
Costa
County**

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

Subject: Blanket Purchase Order for Countywide Amazon Business Account

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the Public Works Director, a blanket purchase order with Amazon Business in the amount of \$2,500,000 for the purchase of office products and supplies to be used throughout the County, for the period February 1, 2021 through April 30, 2025.

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 initiate a Countywide business account with Amazon Business for the purchase of a variety of business-related products and to offer an alternative to the current office supply providers. This order is in conjunction with an Omnia Partner Cooperative agreement #MA3457 and is in effect through April 2025.

By securing this order, we have the opportunity to save the County a substantial amount of revenue by offering Business-only discounts or quantity discounts, reducing or eliminating

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

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

, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Cynthia Shehorn,
925-957-2495

cc:

the cost of shipping,

BACKGROUND: (CONT'D)

implementing account controls and routing approvals, offering order history reporting with better tracking, and having a mechanism to track and record our spending with our Small Business Enterprise community. Ultimately, this will offer a better option to the current process, save money and better serve our County in the long term.

CONSEQUENCE OF NEGATIVE ACTION:

Without a blanket purchase order in place, departments will not take advantage of the financial benefits associated with initiating a Business account, and the County would not reduce or eliminate shipping costs.