



Contra
Costa
County

To: Board of Supervisors
From: Monica Nino, County Administrator
Date: January 5, 2021

Subject: RATIFY AMENDMENT OF AN EMERGENCY BLANKET PURCHASE ORDER IN RESPONSE TO THE COVID-19 PANDEMIC

RECOMMENDATION(S):

RATIFY amendment of an emergency blanket purchase order authorized by the County Administrator originally issued in the amount of \$20,000,000 to secure critical services and supplies necessary to respond to the COVID-19 pandemic in Contra Costa County by increasing the payment limit by \$5,000,000 and extending the term through June 30, 2021

FISCAL IMPACT:

Additional \$5,000,000, up to \$25,000,000. 100% General Fund. A portion of this amount may end up being reimbursable by state or federal government disaster reimbursement programs.

BACKGROUND:

The County Administrator, in the capacity of Administrator of Emergency Services (County Code Section 42-2.602) issued an emergency blanket purchase order in the amount of \$20 million on Friday, March 20, 2020 for the procurement of services and supplies necessary to facilitate the COVID-19 response within the County. This emergency procurement is authorized as part of the County Administrator's emergency powers outlined in County Code Section 42-2.808(c), among other authorities. The issuance of this emergency blanket

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/05/2021** ☒ 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 5, 2021

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Timothy Ewell, (925)
655-2043

cc:

purchase order expedites the acquisition

BACKGROUND: (CONT'D)

of goods and services for faster deployment to the field. To track these costs, three cost centers have been operationalized to track County costs related to the emergency response; one in the Hospital Enterprise Fund I for Health Services department related costs and two in the General Fund: one to track non-Enterprise Fund Health Services Department costs and one to track all other County departments. As purchases are made, suppliers have been provided requisition requests together with documentation establishing the requisition is being made under the blanket purchase order, to ensure the terms of the blanket purchase order apply to each purchase. The Board of Supervisors ratified issuance of the emergency blanket purchase order on March 31, 2020.

When practicable, services necessary to respond to this emergency have been and will continue to be procured using existing or new services contracts. In emergency and time-sensitive situations, services can be purchased under the blanket purchase order and charged against the above emergency blanket purchase order authorization.

Today's action requests the Board of Supervisors ratify an increase of \$5,000,000 to the emergency action of the County Administrator to issue an emergency blanket purchase order for COVID-19 response activities within the County for a new total of \$25,000,000 and extending the purchase order through the end of the fiscal year (June 30, 2021). The County Administrator amended the emergency purchase order on December 22, 2020 to ensure no interruptions to procurement during the current surge in COVID-19 cases.

CONSEQUENCE OF NEGATIVE ACTION:

The emergency blanket purchase order as originally approved in March 2020 will be exhausted. This will result in department needing to originate individual purchase orders for supplies and materials not covered by an existing purchase order resulting in more time to take delivery on those items.