



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: September 7, 2021

Subject: Purchase Order Amendment with Southern Counties Fuels

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent or designee, to execute, on behalf of the Public Works Director, an amendment to purchase order #018296 with Southern Counties Fuels, effective September 7, 2021, to increase the payment limit by \$1,300,000 to a new payment limit of \$2,600,000 and extend the term from December 31, 2021 through December 31, 2022, for fuel. Countywide.

**FISCAL IMPACT:**

This cost is to be 100% funded through Fleet Services Internal Service Fund.

**BACKGROUND:**

Public Works operates the fueling station on Waterbird Way in Martinez. Fuel for the station is purchased when needed based on daily bids from fuel distributors. To ensure availability of fuel when needed, we currently have purchase orders with four vendors. Southern Counties Fuels has been our primary fuel vendor based on their daily bids being the lowest.

The amendment will extend the term from December 31, 2021 through December 31, 2022

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/07/2021** ☒ 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: September 7, 2021

, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Ted Lavelle (925)  
313-7077

cc:

and add \$1,300,000 to the current contract limit of \$1,300,000.

BACKGROUND: (CONT'D)

This amendment is needed to ensure the County has access to the contractor's services through the term of the purchase order. The increase in purchase order limit will be used as needed, with no minimum amount that must be used.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, the purchase of fuel from Southern Counties Fuels will discontinue.