



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: August 9, 2022

Subject: APPROVE a Purchase Order amendment with Walnut Creek Ford Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, on behalf of the Public Works Director, to issue a purchase order amendment with Walnut Creek Ford Inc., effective August 1, 2022, to increase the payment limit by \$161,000 to a new payment limit of \$400,000, and extend the term from December 31, 2022 through December 31, 2023, for Ford vehicle parts and accessories, Countywide.

**FISCAL IMPACT:**

This cost is to be 100% funded through Fleet Services ISF budget. (100% Internal Service Fund)

**BACKGROUND:**

Public Works Fleet Services is responsible for maintaining County vehicles. To do so, Fleet Services purchases parts, accessories and warranty services from local auto dealers. As the fleet is mostly Ford vehicles, we buy a substantial amount from Ford dealers. Fleet is currently maintaining purchase orders with all five Ford dealers in the County. Walnut Creek Ford primarily sells parts. They have performed very little service or repair. The parts costs and the number of parts needed have risen sharply. Fleet Services finds its purchase

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/09/2022** ☒ 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: August 9, 2022

, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Ted Lavelle (925)  
313-7052

cc:

order has exhausted the funds

BACKGROUND: (CONT'D)

allotted to it and the purchase order will be expiring on December 31, 2022. Fleet is requesting an increase of \$161,000 to the purchase order limit and a one-year extension to ensure the County has access to Ford-specific parts, accessories and warranty services.

Government Code Section 23004 authorizes the County to make contracts and purchase and hold personal property necessary to the exercise of its powers.

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, the purchase of Ford parts, accessories and warranty services will discontinue.