



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 11, 2022

Subject: APPROVE and AUTHORIZE an amendment to the Blanket Purchase Order with Amazon.com Services, LLC

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute, on behalf of the County, an amendment to blanket purchase order number 022755 with Amazon.com Services, LLC, to increase the payment limit by \$2,000,000 to a new payment limit of \$2,700,000, with no change to the term July 1, 2021 through June 21, 2024, for access to the online marketplace under the terms of a master contract awarded by Prince William County Public Schools.

**FISCAL IMPACT:**

This purchase order amendment will increase the spending limit by \$2,000,000 for the remainder of the effective term. Product costs are paid by County Departments. (100% User Departments)

**BACKGROUND:**

Contra Costa County Purchasing Services is requesting to add funds to an existing blanket purchase order (No. 022755) with Amazon.com Services, LLC, which is used by all County

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **10/11/2022** ☒ 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: October 11, 2022

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

By: Laura Cassell, Deputy

Contact: Cynthia Shehorn,  
925-957-2495

cc:

Departments to access Amazon's online marketplace. The supplies are guaranteed through

### BACKGROUND: (CONT'D)

a master contract awarded by Prince William County Public Schools (PWCS), through the OMNIA Cooperative Program. On June 22, 2021, the Board of Supervisors approved a blanket purchase order (BPO) between the County and Amazon.com Services, LLC.

Approving this request to increase the payment limit on the existing BPO will allow the County to continue to obtain guaranteed pricing through the term of the Omnia Partner agreement.

The BPO approved on 6/22/2021 was the first master contract with Amazon's online marketplace. Purchasing staff estimated the amount that may be needed based on previous purchasing data. The amount was underestimated due to more departments now using Amazon's online marketplace to get a variety of products, guaranteed pricing, and next day shipping.

### CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the additional funds, County Departments will not have access to Amazon Prime Online Marketplace, which is a resource to all County Departments for miscellaneous products with expedited delivery.