

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: October 1, 2020
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Blanket Purchase Order Revision for Fiscal Year 2020/21

REQUESTED ACTION:

BY MOTION,

Approve Revised Blanket Purchase Order to Squeaky Clean in an amount not to exceed \$50,000 for Fiscal Year 2020/21

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) Purchasing Procedures and the Joint Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

DISCUSSION

Due to the impact of COVID-19, El Dorado Transit has significantly increased our bus and shelter cleaning to provide a safer environment for the public. Currently El Dorado Transit contracts with Squeaky Clean service to provide extra cleaning and disinfecting bi-weekly. El Dorado Transit has additional equipment on order and has added custodial staff that will decrease the need for use of outside companies to perform the bulk of the cleaning.

The increase in the purchase order amount is being requested to cover the contracted service through an initial transition period and future back-up coverage, if needed.

FISCAL IMPACT

<i>Purchase Order B26121 – Squeaky Clean</i>			
5090.50	Safety Equipment/Training	\$24,000	\$50,000

The requested increase to the Squeaky Clean purchase order does not require a budget adjustment.

EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

REVISED 10/01/2020

PURCHASE ORDER NO. B26121

THIS NUMBER MUST APPEAR ON ALL INVOICES,
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 07/01/20

ACCOUNT: 5160.01 CLASS: 125
 5090.50

TO: SQUEAKY CLEAN
 6403 MOTHERLODE DRIVE
 PLACERVILLE, CA 95667

SHIP & INVOICE TO:
EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454

Contact: Brad Cruzan
 Vendor Phone No: (530) 621-1256

Fax No: (530) 622-2393

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		Exterior and Interior Window Cleaning, and Exterior Awning cleaning; including Ram-X Window Protectant. Fog and Sanitize Interior of Busses; Fog and Power-Wash Missouri Flat Bus Stop. For Fiscal Year 07/01/20 Through 06/30/21		NOT TO EXCEED: \$50,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$50,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$50,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."