

AGENDA ITEM 1 G  
Consent Item

**MEMORANDUM**

**DATE:** December 7, 2023

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Approve Purchase Order No. 29202 issued to Freeway Toyota for the acquisition of one (1) Replacement Staff Vehicle and Approve Purchase Order No. 29203 issued to Elk Grove Auto for the acquisition of one (1) Replacement Supervisor Vehicle

**REQUESTED ACTION:**  
**BY MOTION,**

1. Adopt Capital Improvement Plan (CIP) #24-05: Supervisor and Administrative Staff Vehicle Replacement
2. Approve Purchase Order No. 29202 issued to Freeway Toyota for the acquisition of one (1) Replacement Staff Vehicle
3. Approve Purchase Order No. 29203 issued to Elk Grove Auto for the acquisition of one (1) Replacement Supervisor Vehicle
4. Authorize the exemption from competitive bidding as State Contracts will be utilized
5. Authorize Executive Director to execute all documents related to these purchases within the Capital Improvement Plan Project #24-05

**BACKGROUND**

Board action related to proposed project 24-05:

November 2, 2023 – El Dorado County Transit Authority (El Dorado Transit) Board adopted the Vehicle Replacement Plan indicating replacement of these vehicles as scheduled for Fiscal Year (FY) 2023/24.

**DISCUSSION**

At the time of Plan approval, estimated costs were provided at \$25,000 per vehicle. Staff researched the current State contracts available and determined the best available options. Cost increases are reflected in the attached proposed CIP #24-05.

The Supervisor staff car will be replaced with a Dodge Durango to include more seating and adding an All-Wheel Drive (AWD) to the fleet for a total of four (4), two (2) maintenance trucks and two (2) staff SUV's.

The Administration car is a 2005 Honda Hybrid that will be replaced with a Toyota Corolla Hybrid.

The El Dorado County Transit Authority is requesting Board approval to be exempt from competitive bidding as both vehicles will be procured by using available State contract pricing eliminating the need for an RFP/RFQ process.

The Executive Director certifies that these purchase orders have been processed within approved Purchasing Procedures.

**FISCAL IMPACT**

See attached CIP #24-05.

## Supervisor and Administrative Staff Vehicle Replacement

Project No. 24-05

El Dorado Transit currently has one (1) Operations Supervisor staff car, a 2007 Chevrolet Malibu, and one (1) Administrative staff car, a 2005 Honda Hybrid, primarily used by the Accounting Department.

Both of these vehicles have been set for replacement as indicated on the Vehicle Replacement Plan approved on

### *COST SUMMARY (ESTIMATE)*

	<u>Proposed Budget</u>
Staff car Replacements	\$70,983.55
10% Contingency	<u>\$ 7,098.35</u>
<i>Total Project Cost</i>	<i>\$78,081.90</i>

### *FUNDING SOURCE*

Transportation Development Act	<u>\$78,081.90</u>
<i>Total Revenue</i>	<i>\$78,081.90</i>

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

**PURCHASE ORDER NO.** 29202  
 THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE:** 12/7/2023  
**ACCOUNT** 9600 **CLASS:** 125

TO: Freeway Toyota  
 1835 Glendale Avenue  
 Hanford, CA 93230

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

Contact: Parick Ireland  
 Vendor Phone No:

Fax No:

<b>PROMISED DELIVERY DATE</b>		<b>TERMS: NET 30</b>		
		<b>F.O.B. DESTINATION</b>		
<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>EXTENDED TOTAL</b>
		California State Vehicle Contract 1-22-23-10 Line #20		
1	ea	2024 Toyota Corolla Hybrid	\$23,141.00	\$23,141.00
		Doc Fee	\$85.00	\$85.00
		CA Tire Tax	\$7.00	\$7.00
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.			<b>SUBTOTAL</b>	\$23,233.00
			<b>SHIPPING</b>	\$450.00
			<b>SALES TAX</b>	\$1,683.89
			<b>TOTAL</b>	\$25,366.89
<b>PURCHASING AGENT</b>				

**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."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

**PURCHASE ORDER NO.** 29203  
 THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE:** 12/7/2023  
**ACCOUNT** 9600 **CLASS:** 125

TO: Elk Grove Auto  
 8575 Laguna Grove Drive  
 Elk Grove, CA 95757

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

Contact: David Brewer  
 Vendor Phone No: 916-509-8597 Fax No:

<b>PROMISED DELIVERY DATE</b>		<b>TERMS: NET 30</b>		
		<b>F.O.B. DESTINATION</b>		
<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>EXTENDED TOTAL</b>
		California State Contract #01-22-23-20E		
1	ea	2024 Dodge Durango Pursuit AWD (4)	\$42,850.00	\$42,850.00
		Pursuit Credit	-\$1,250.00	-\$1,250.00
		Optional Skid Plate Group	\$350.00	\$350.00
		Optional Full Length Floor Console	\$350.00	\$350.00
		Tire fee	\$8.75	\$8.75
		Doc Fee's	\$85.00	\$85.00
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.			<b>SUBTOTAL</b>	\$42,393.75
			<b>SHIPPING</b>	\$150.00
			<b>SALES TAX</b>	\$3,072.91
			<b>TOTAL</b>	\$45,616.66
<b>PURCHASING AGENT</b>				

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