

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: November 6, 2025
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
SUBJECT: Blanket Purchase Order # B31168 Revision

REQUESTED ACTION:

BY MOTION,

Approve Revised Blanket Purchase Order # B31168

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

The following BPO's is for permitting costs on capital projects on an as needed basis. The requested action will increase the BPO not to exceed amount to align more closely with the ongoing and upcoming increase of capital projects.

Purchase Order B31168 – EDC Community Development Services

Various Account Codes*	Recorded by Capital Project	\$ 18,000	\$ 50,000
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** Charges are posted to the appropriate GL accounts.*

FISCAL IMPACT

The increase of this blanket purchase order falls within the allocated contingency and will be adjusted appropriately during the mid-year review.

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

REVISED 11/6/25

PURCHASE ORDER NO. B31168

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

DATE: 07/01/25

ACCOUNT: VARIOUS CLASS: 125

TO: EDC COMMUNITY DEVELOP. SERVICES
2850 FAIRLANE COURT
PLACERVILLE, CA 95667

SHIP & INVOICE TO:

EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454

Contact: Sharon Simonson

Vendor Phone No: (530) 621-5905

Fax No: (530) 626-0387

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PERMITTING COSTS PER CAPITAL PROJECTS ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		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."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing