

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: February 5, 2026
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
SUBJECT: Blanket Purchase Order & Purchase Order Revisions for Fiscal Year 2025/26

REQUESTED ACTION:
BY MOTION,

Approve Revised Blanket Purchase Orders & Purchase Orders above \$25,000 for Fiscal Year 2025/26

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.

At the mid-year point of operations, staff evaluates the financial position of El Dorado Transit including a review of purchase orders needing adjustments for the remaining six (6) months of service. Typically, these purchase order adjustments are presented for consideration at the regularly scheduled Board meeting in February of each fiscal year.

DISCUSSION

The following nine (9) BPO's are for Capital Improvement Projects, Commuter Bus Collision Repair, Employee Retirement Benefits, Fleet Parts & Supplies, Fuel Purchases, Mileage Reimbursement (My Ride), Technology Services, and VISA purchases/services. The requested action will provide for these products for the remainder of the fiscal year.

<i>Purchase Order B31038 – Capital Clutch & Brake Inc.</i>			
5040.00	Maintenance – Vehicle/Equip.	\$ 25,000	\$ 60,000
<i>Purchase Order B31008 – El Dorado Transit – My Ride</i>			
5008.01	My Ride - Mileage Expense	\$140,000	\$175,000
<i>Purchase Order B31012 – GWP Holdings, LLC.</i>			
5040.00	Maintenance – Vehicle/Equip.	\$100,000	\$125,000

<i>Purchase Order B31057 – Hunt & Sons Inc.</i>			
VARIOUS*	Multiple Maintenance Accounts	\$ 24,000	\$40,000
<i>Purchase Order B31015 – Public Employees Retirement System</i>			
5020.01	Multiple Maintenance Accounts	\$800,000	\$1,050,000
<i>Purchase Order B30200 – Saenz Landscape</i>			
9910.32	Bass Lake Road Park & Ride	\$408,886.79	\$440,448.19
<i>Purchase Order B31160 – RTS IT Inc.</i>			
VARIOUS*	Multiple Operating Expenses	\$ 20,000	\$ 30,000
<i>Purchase Order B31025 – Transportation Services Inc.</i>			
5040.06	Incident Repairs	\$ 50,000	\$65,000
<i>Purchase Order B31027 – Columbia Bank (Formerly: Umpqua Bank)</i>			
VARIOUS*	Misc. VISA Purchases	\$100,000	\$150,000

** Charges are posted to the appropriate GL accounts.*

FISCAL IMPACT

The increase of these blanket purchase orders is incorporated within the proposed Mid-Year Budget Adjustments included in a separate agenda item.

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

REVISED 02/05/26

PURCHASE ORDER NO. B31038

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

DATE: 07/01/25

ACCOUNT: 5040

CLASS: 110

TO: CAPITOL CLUTCH & BRAKE INC
 3100 DULUTH STREET
 WEST SACRAMENTO, CA 95691

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

Contact:

Vendor Phone No: (916) 371-5970

Fax No: (916) 371-6853

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$60,000.00
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. PURCHASING AGENT			SUBTOTAL	\$60,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$60,000.00

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

REVISED 02/05/26

PURCHASE ORDER NO. B31008

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

DATE: 07/01/25

ACCOUNT: 5008.01

CLASS: 125

TO:

EL DORADO TRANSIT
 MY RIDE PROGRAM
 6565 COMMERCE WAY
 DIAMOND SPRINGS, CA 95619-9454

SHIP & INVOICE TO:

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

Contact: Brian James

Vendor Phone No: (530) 642-5383, 201 Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		MY RIDE REIMBURSEMENT PROGRAM FOR EL DORADO COUNTY SENIOR, VETERNS, AND DISABLED RESIDENTS. PROGRAM BOARD APPROVED IN MAY, 2022. REIMBURSEMENT FOR FISCAL YEAR 2025/2026.		NOT TO EXCEED \$175,000.00
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	\$175,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$175,000.00
PURCHASING AGENT				

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

REVISED 02/05/26

PURCHASE ORDER NO. B31012

THIS NUMBER MUST APPEAR ON ALL INVOICES,
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DATE: 07/01/25

ACCOUNT: 5040

CLASS: 110

TO: GWP HOLDINGS LLC
 PO BOX 35144 #1022
 SEATTLE, WA 98124-5144

SHIP & INVOICE TO:

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

Contact: John Blazevic

Vendor Phone No: (916) 441-6151

Fax No: (916) 444-9932

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$125,000.00
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	\$125,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$125,000.00
PURCHASING AGENT				

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

REVISED 02/05/26

PURCHASE ORDER NO. B31057

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

DATE: 07/01/25

ACCOUNT: 5040.01 CLASS: 110

ACCOUNT: 5040.80 CLASS: 100

ACCOUNT: VARIOUS CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: HUNT & SONS INC
 PO BOX 101630
 PASADENA, CA 91189-1630

Contact:

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND BULK OIL AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$40,000.00
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. PURCHASING AGENT			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$40,000.00

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

REVISED 02/05/26

PURCHASE ORDER NO. B31015

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

DATE: 07/01/25

ACCOUNT: 5020.01 CLASS: 125

TO: PUBLIC EMPLOYEES RETIREMENT
 SYSTEM
 400 P STREET
 PO BOX 1982
 SACRAMENTO, CA 95809-1982

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

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE	TERMS: NET DUE
	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYER PAID RETIREMENT BENEFITS: CLASSIC: EMPLOYEE PORTION 7% EMPLOYER PORTION 11.61% NEW HIRES HIRED AFTER 12/31/12 PEPPRA: EMPLOYEE PORTION 8.25% EMPLOYER PORTION 7.76% OF ELIGIBLE GROSS PAYROLL FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26 CalPERS RETIREMENT BENEFITS ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$1,050,000.00

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	\$1,050,000.00
	SHIPPING	
	SALES TAX	
	TOTAL	NTE: \$1,050,000.00

PURCHASING AGENT

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

REVISED 02/05/26

PURCHASE ORDER NO. B31160

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

DATE: 07/01/25

ACCOUNT: 5090.06 CLASS: 125
 ACCOUNT: VARIOUS CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: RTS IT INC
 1037 SUNCAST LANE SUITE 102
 EL DORADO HILLS, CA 95762

Contact: Tony Snider

Vendor Phone No: (530) 676-2020

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		SPECIAL PROJECT OUTSIDE OF CONTRACT (ON-BOARD CAMERA SYSTEM & ROUTEMATCH) FOR PERIOD 07/01/25 THROUGH 06/30/26		NOT TO EXCEED: \$30,000.00
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	\$30,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$30,000.00
PURCHASING AGENT				

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

REVISED 02/05/26

PURCHASE ORDER NO. B30200

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

DATE: 05/01/25

ACCOUNT: 9910.32 CLASS: 125

TO: SAENZ LANDSCAPE
 CONSTRUCTION COMPANY
 12167 FOLSOM BLVD, SUITE D
 RANCHO CORDOVA, CA 95742

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

Contact: MICHAEL SAENZ

Vendor Phone No: (916) 294-0555

Email Address: MICHAELSAENZ08@ATT.NET

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		Landscape and construction portion of Phase I of the Bass Lake Road Park & Ride project		
		Refer to Bass Lake Park & Ride Improvements Project # 22-04 Bid Schedule (Attached)		\$389,415.99
		Contingency (5%)		\$19,470.80
		Change order for additional work and landscape improvements		\$31,561.40
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	\$440,448.19
			SHIPPING	\$0.00
			SALES TAX	\$0.00
			TOTAL	NTE: \$440,448.19
PURCHASING AGENT				

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

REVISED 02/05/26

PURCHASE ORDER NO. B31025

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

DATE: 07/01/25

ACCOUNT: 5040.06 CLASS: 110

ACCOUNT: 5040 CLASS: 110

SHIP & INVOICE TO:

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

TO: TRANSPORTATION SERVICES INC
 P.O. Box 279620
 SACRAMENTO, CA 95827-9620

Contact: Shawn Pruett

Vendor Phone No: (916) 737-5720

Fax No: (916) 737-5755

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR COMMUTER BUSES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED: \$65,000.00
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	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$65,000.00
PURCHASING AGENT				

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

REVISED 02/05/26

PURCHASE ORDER NO. B31027

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

DATE: 07/01/25

ACCOUNT: TO BE DESIGNATED

TO: UMPQUA BANK (COLUMBIA BANK)
 PO BOX 2310
 SPOKANE, WA 99210-2310

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

Contact:

Vendor Phone No: (530) 622-4242

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		AGENCY CREDIT CARDS FOR: EXECUTIVE DIRECTOR OPERATIONS MANAGER HUMAN RESOURCES MANAGER PLANNING AND MARKETING MANAGER ADMINISTRATIVE COORDINATOR FINANCE MANAGER SAFETY PROGRAM MANAGER MISC. VISA PURCHASES FOR FISCAL YEAR 07/01/25 THROUGH 06/30/26		NOT TO EXCEED \$150,000.00
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	\$150,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$150,000.00
PURCHASING AGENT				

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