AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: **August 6, 2026**

TO: **El Dorado County Transit Authority**

FROM: **Jenelle Sathre, Finance Manager**

SUBJECT: **Purchase Orders above $25,000 for Fiscal Year 2026/27**

REQUESTED ACTION:
BY MOTION,

Approval of Purchase Orders above $25,000 for Fiscal Year 2026/27

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 Purchase Orders (PO) are for employment practices liability insurance and general liability insurance for facilities and vehicles. The requested action will provide for an increase to PO No. 32004 and 32005 for CalTIP for this fiscal year (FY2026/27).

Purchase Order 32004 – CalTIP

5060.04	Insurance Premium EPLI Package	~~$32,000~~	$33,200

Purchase Order 32005 – CalTIP

5060.01	Insurance Premiums/Public Liability	~~$500,000~~	$501,400

The following Blanket Purchase Order (BPO) is for annual maintenance, replacement and additional parts and services for Zonar Systems, Inc for this fiscal year (FY2026/27)

Blanket Purchase Order B32091 – Zonar Systems, Inc

5040 / 5090.06	Maintenance Software/Hardware	~~$25,000~~	$35,000

FISCAL IMPACT

The increase of PO No. 32004 and No. 32005 issued to CalTIP falls within the allocated contingency and will be adjusted appropriately during the mid-year review.

The increase of BPO No. B32091 issued to Zonar Systems, Inc will not impact the total adopted FY 2026/27 budget.

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

REVISED: 08/06/26

PURCHASE ORDER NO. 32004
THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 07/01/26
ACCOUNT: 1300 CLASS: 125

TO: CalTIP
c/o SEDGWICK
1750 CREEKSIDE OAKS DRIVE STE 200
SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall
Vendor Phone No: (916) 244-1104
Fax No: (916) 244-1199

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

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYMENT PRACTICES LIABILITY INSURANCE ANNUAL RENEWAL FOR FISCAL YEAR 07/01/26 THROUGH 06/30/27 COVERAGE PERIOD 05/01/26 THROUGH 04/30/27 COVERAGE LIMITS ARE AS FOLLOWS: $50K SELF-INSURED RETENTION		$33,200.00
		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	$33,200.00
			SHIPPING	
			SALES TAX	
		PURCHASING AGENT	**TOTAL**	NTE $33,200.00

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: 08/06/26

PURCHASE ORDER NO. 32005
THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 07/01/26
ACCOUNT: 1300 CLASS: 125

TO: CalTIP
c/o SEDGWICK
1750 CREEKSIDE OAKS DRIVE STE 200
SACRAMENTO, CA 95833

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

Contact: Vicky Quintrall
Vendor Phone No: (916) 244-1104 Fax No: (916) 244-1199

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

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		LIABILITY PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/26 THROUGH 06/30/27 COVERAGE PERIOD 05/01/26 THROUGH 04/30/27 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP $2.25M SELF-INSURED RETENTION GEM AT $4M XS OF $2.25M OBSIDIAN AT $750k XS OF $6.25M EVEREST AT $3M XS OF $7M HALLMARK AT $5M XS OF $10M AWAC AT $10M XS OF $15M TOTAL LIABILITY LIMIT OF $25M		$501,400.00

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	$501,400.00
	SHIPPING	
	SALES TAX	
PURCHASING AGENT	**TOTAL**	NTE $501,400.00

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:08/06/26

PURCHASE ORDER NO. B32091
THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

DATE: 07/01/26
ACCOUNT: 5040 CLASS: 110
ACCOUNT: 5090.06 CLASS: 125

TO: ZONAR SYSTEMS INC
P.O. BOX 841580
DALLAS, TX 75284-1580

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

Contact: Michelle Shockes
Vendor Phone No: (206) 878-2459 Fax No: (206) 878-3082

PROMISED DELIVERY DATE	TERMS: NET 30
	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ANNUAL MAINTENANCE CONTRACT, REPLACEMENT AND OR ADDITIONAL PARTS AND SERVICES FOR FISCAL YEAR 07/01/26 THROUGH 06/30/27		NOT TO EXCEED: $35,000.00

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	$35,000.00
	SHIPPING	
	SALES TAX	
PURCHASING AGENT	**TOTAL**	NTE: $35,000.00

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