

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: February 6, 2025
TO: El Dorado County Transit Authority
FROM: Kate Hewett, Finance Manager
Julie Petersen, Finance Manager
SUBJECT: Blanket Purchase Order Revisions for Fiscal Year 2024/25

REQUESTED ACTION:
BY MOTION,

**Approve Revised Blanket Purchase Orders above \$25,000 for
Fiscal Year 2024/25**

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 four (4) BPO's are for Technology, Uniform and VISA purchases/services. The requested action will provide for these products for the remainder of the fiscal year.

<i>Purchase Order B30131 – Custom Embroidery</i>			
5090.05	Uniforms – Other	\$ 10,000	\$ 30,000
 <i>Purchase Order B30152 – Dell Marketing L.P.</i>			
5140.01	Data Processing	\$ 20,000	\$ 30,000
5140.05	Office Equipment		

<i>Purchase Order B30031 – Umpqua Bank</i>			
Various*	Misc. VISA Purchases	\$ 60,000	\$ 100,000

<i>Purchase Order B30168 – Verizon Wireless</i>			
5050.01	Communications – Telephone	\$ 24,000	\$ 28,000

** 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 2/6/2025

PURCHASE ORDER NO. B30131

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

DATE: 07/01/24

ACCOUNT: 5090.05

CLASS: 125

TO: CUSTOM EMBROIDERY CONCEPTS
 5714 PLEASANT VALLEY ROAD
 EL DORADO, CA 95623

SHIP & INVOICE TO:

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

Contact: Nancy Bandy

Vendor Phone No: (530) 642-9968

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		DRIVER AND ADMINISTRATION UNIFORMS FOR FISCAL YEAR 07/01/24 THROUGH 06/30/25		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:				

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 2/6/25

PURCHASE ORDER NO. B30152

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

DATE: 07/01/24

ACCOUNT: 5140.01 CLASS: 125
 ACCOUNT: 5140.05 CLASS: 125

TO: DELL MARKETING L.P.
 C/O DELL USA L.P.
 P.O. BOX 910916
 PASADENA, CA 91110-0916

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

Contact: Zach Salin
 Vendor Phone No: (512) 725-1280

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR COMPUTER NETWORK AND ANY OTHER MISCELLANEOUS COMPUTER PARTS AS NEEDED FOR FISCAL YEAR 07/01/24 THROUGH 06/30/25 CUSTOMER #530007684345		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. PURCHASING AGENT			SUBTOTAL	\$30,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE \$30,000.00

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

REVISED 2/6/2025

PURCHASE ORDER NO. B30031

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

DATE: 07/01/24

ACCOUNT: TO BE DESIGNATED

TO: UMPQUA 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 MISC. VISA PURCHASES FOR FISCAL YEAR 07/01/24 THROUGH 06/30/25		NOT TO EXCEED \$100,000.00

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	\$100,000.00
	SHIPPING	
	SALES TAX	
	TOTAL	NTE: \$100,000.00

PURCHASING AGENT

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

REVISED 2/6/25

PURCHASE ORDER NO. B30168

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

DATE: 07/01/24

ACCOUNT: 5050.01

CLASS: 125

TO: VERIZON WIRELESS
 PO BOX 660108
 DALLAS, TX 75266-0108

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (800) 922-0204

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 15		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PROVIDE CELLULAR SERVICE FOR PHONES AND TABLETS FOR FISCAL YEAR 07/01/24 THROUGH 06/30/25		NOT TO EXCEED: \$28,000.00
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	\$28,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$28,000.00

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