

AGENDA ITEM 2 A
Action Item

MEMORANDUM

DATE: October 3, 2024

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Finance Manager

SUBJECT: Purchase Order Regional Government Services

REQUESTED ACTION:
BY MOTION,

1. **Authorize Professional Services Agreement between the El Dorado County Transit Authority and Regional Government Services**
2. **Approve Purchase Order 30185 issued to Regional Government Services in the amount of \$33,000**
3. **After Legal Review, Authorize the El Dorado County Transit Authority and the Executive Director to execute said agreement**

BACKGROUND

The El Dorado Transit is a recipient of Federal, State and Local funding. With the use of Federal funding, certain guidelines and language must be complied with. Past practice has been to use these Federal funds for Operating Assistance and Preventative Maintenance. These functions were conducted using in-house staff and therefore not subject to certain requirements. Federal funds have also been used for the purchase of rolling stock where Federal requirements are addressed by the vehicle manufacturer.

DISCUSSION

El Dorado Transit's Capital Improvement Plan (CIP) now includes several projects where Federal funding is programmed to be used for construction. In anticipation of impending project requirements management has determined the need for outside consultants to update the current Purchasing Policies and Procedures Manual (2012) and our Disadvantaged Business Enterprise Program (2022).

Staff researched companies with the background required to develop documents of this type and determined Regional Government Services (RGS) was the most suitable.

FISCAL IMPACT

The purchase order amount is within the overall Fiscal Year 2024/25 budget and will not require a budget adjustment at this time.

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

PURCHASE ORDER NO. 30185

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

DATE: 10/3/24

ACCOUNT: 5030.00 CLASS: 125

TO:
 REGIONAL GOVERNMENT SERVICES
 PO BOX 1350
 CARMEL VALLEY, CA.
 93924

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

Contact: GLENN LAZOF
 Vendor Phone No: 650-587-7300 Fax No:

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

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		R.G.S. SERVICES SHALL INCLUDE: A. RECOMMEND AND PRESENT PROCUREMENT POLICIES AND PROCEDURES APPROPRIATE FOR A TRANSIT COMPANY. B. RECOMMEND AND PRESENT UPDATED DISADVANTAGED BUSINESS ENTERPRISE PROGRAM.		NOT TO EXCEED \$33,000.00

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	\$33,000.00
	SHIPPING	
	SALES TAX	
	TOTAL	NTE: \$33,000.00

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