

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: August 3, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Retroactive Blanket Purchase Order for Fiscal Year 2017/18

REQUESTED ACTION:
BY MOTION,

Approve Retroactive Revised Blanket Purchase Order B23011 issued to Girard, Edwards, Stevens & Tucker LLP in the amount of \$40,000 for fiscal year 2017/18.

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

Typically each year the Preliminary Operating Budget is Board adopted by the March regularly scheduled meeting. During the April and May regularly scheduled Board meetings, Blanket Purchase Orders (BPO's) are presented for Board approval that are beyond the twenty-five thousand dollar (\$25,000) threshold allowed for approval by the Executive Director.

During the fiscal year (FY) 2017/18 process the BPO issued to Girard, Edwards, Stevens & Tucker LLP, legal counsel, was inadvertently overlooked and not sent for Board approval.

Staff is requesting the Board approve the retroactive approval of BPO# B23011 issues to Girard, Edwards, Stevens & Tucker LLP, in the amount of forty thousand dollars (\$40,000) for FY 2017/18.

FISCAL IMPACT

Expenses are incorporating in the Final Operating Budget adopted on June 1, 2017. No budget adjustments are needed.

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

PURCHASE ORDER NO. B23011

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

DATE: 07/01/17

ACCOUNT: 5030 CLASS: 125, 600

ACCOUNT: VARIOUS

SHIP & INVOICE TO:

EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY

DIAMOND SPRINGS, CA 95619-9454

TO: GIRARD, EDWARDS, STEVENS &
 TUCKER LLP
 8801 FOLSOM BLVD SUITE 285
 SACRAMENTO, CA 95826

Contact: Brooke

Vendor Phone No: (916) 706-1255

Fax No:

| | |
|------------------------|---------------|
| PROMISED DELIVERY DATE | TERMS: NET 30 |
|------------------------|---------------|

| | |
|--|--------------------|
| | F.O.B. DESTINATION |
|--|--------------------|

| QTY | UNIT | DESCRIPTION | UNIT PRICE | EXTENDED TOTAL |
|-----|------|--|------------|----------------------------------|
| | | PROFESSIONAL LEGAL SERVICES FOR FISCAL YEAR 07/01/17 THROUGH 06/30/18 | | 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. | SUBTOTAL | \$40,000.00 |
| | SHIPPING | |
| | SALES TAX | |
| | TOTAL | NTE: \$40,000.00 |

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."