

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: April 5, 2018
TO: El Dorado County Transit Authority
FROM: Brian James, Planning and Marketing Manager
SUBJECT: Purchasing of Fare Boxes, Stands and Mounting Brackets from Diamond Manufacturing, Inc.

REQUESTED ACTION:
BY MOTION,

- 1. Adopt Resolution No. 18-15 Identifying a Fare Box Purchase as Exempt from Competitive Bidding**
- 2. Approve Purchase Order 23281 for the purchase of Fare Boxes, Stands and Mounting Brackets from Diamond Manufacturing, Inc.**
- 3. Authorize the Executive Director to execute all contracts and documents related to purchase and implementation of up to the approved budget for Capital Improvement Plan 18-07**

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) utilizes fare boxes to collect cash and scrip from passengers. The current fare boxes that were manufactured by Main Fare Box have been used for more than twenty (20) years. The company is no longer manufacturing fare boxes and no longer supports the boxes that are currently used by El Dorado Transit.

On February 1, 2018 the Board of Directors approved Capital Improvement Plan (CIP) Project 18-07 for new fare boxes.

DISCUSSION

The El Dorado County Transit Authority (El Dorado Transit) purchasing procedures allow an exemption to competitive bidding per the following approved El Dorado Transit Purchasing Procedures:

“3.12.132 Exemptions from competitive bidding.

- A. Notwithstanding the provision of Section 3.12.130 herein, competitive bidding need not be required when the Purchasing Agent determines: 1) competitive bidding would not be in the public interest because of emergency, or: 2) the unique nature of the property or service required precludes competitive bidding, or: 3) competitive bidding would produce no economic benefit to the agency.
- B. The exemption provided by subsection (A) herein shall apply only to the purchase of such items listed below or that have been identified by resolution of the El Dorado Transit Board of Directors.”

The Executive Director verifies that El Dorado Transit Staff follow all procurement policies. El Dorado Transit Staff researched available fare boxes and determined that Diamond Manufacturing, Inc. was the only fare box manufacturer that makes fare boxes with removable locking vaults. Therefore, Diamond Manufacturing, Inc. is the sole source of the fare boxes.

FISCAL IMPACT

The Purchase Order amount is within the approved CIP #18-07 adopted on February 1, 2018 for new fare boxes in Fiscal Year (FY) 2017-18 budget.

COST SUMMARY (ESTIMATE)

Fare Boxes	\$47,365
Contingency (10%)	<u>\$ 4,737</u>
<i>Total Project Estimate</i>	<u>\$52,102</u>

FUNDING SOURCES

State Transit Assistance (STA)	<u>\$52,102</u>
<i>Total Revenue</i>	<u>\$52,102</u>

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 18-15**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY
TRANSIT AUTHORITY IDENTIFYING FARE BOXES AS EXEMPT FROM
COMPETITIVE BIDDING AND AUTHORIZE THE EXECUTIVE DIRECTOR TO
PROCURE FARE BOXES, STANDS AND MOUNTING BRACKETS

WHEREAS, the El Dorado County Transit Authority utilizes fare boxes for fleet vehicles; and

WHEREAS, the El Dorado County Transit Authority uses standard fare boxes with removable locking vaults; and

WHEREAS, the El Dorado County Transit Authority has received structured price quotes from the vendor that manufactures standard fare boxes with removable locking vaults; and

WHEREAS, Purchasing Procedures Section 3.12.132 Exemptions from competitive bidding allow for exemption from competitive bidding by resolution when the unique nature of the property does not lend itself to bidding.

NOW THEREFORE, BE IT RESOLVED; that the purchase of fare boxes with removable locking vaults is considered unique in nature and is hereby declared exempt from competitive bidding.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of said Board, held on this 5th day of April 2018, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Shiva Frentzen, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

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

PURCHASE ORDER NO. 23281

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

DATE: 04/05/2018

ACCOUNT: 9910.28 CLASS: 110

TO: Diamond Manufacturing, Inc.
 2330 Burlington
 N. Kansas City, MO 64116

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

Contact: Todd R. Cull

Vendor Phone No: 816-421-8363

Fax No: 816-421-4735

PROMISED DELIVERY DATE	TERMS: Net 30 Days
5/24/2018	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
15	ea	Model XV Fare Boxes w/Standard Bracket	\$955.00	\$14,325.00
30	ea	Model XV Fare Boxes w/Adjustable Bracket	\$955.00	\$28,650.00
10	ea	Adjustable Mounting Bracket	\$79.00	\$790.00
15	ea	D10/24 Heavy Duty Stands	\$140.00	\$2,100.00
		Freight (estimate) \$1,500		
		Use Tax to be paid directly to State by El Dorado Transit		

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	\$45,865.00
	SHIPPING	\$1,500.00
	SALES TAX	
	TOTAL	\$47,365.00

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."