

AGENDA ITEM 1 E  
Consent Item

**MEMORANDUM**

**DATE:** February 1, 2024  
**TO:** El Dorado County Transit Authority  
**FROM:** Julie Petersen, Finance Manager  
**SUBJECT:** Blanket Purchase Order Revisions for Fiscal Year 2023/24

**REQUESTED ACTION:**  
**BY MOTION,**

**Approve Revised Blanket Purchase Orders above \$25,000 for  
Fiscal Year 2023/24**

**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 six (6) BPO's are for fleet vehicle maintenance and Legal Counsel. The requested action will provide for these products for the remainder of the fiscal year.

*Purchase Order B29043 – Crash Champion, LLC.*

5040.06	Maintenance - Incident Repairs	<del>\$ 25,000</del>	\$ 50,000
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*Purchase Order B29007 – Dawson Oil Company*

5040.01	Fuel Purchases	<del>\$ 600,000</del>	\$ 800,000
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*Purchase Order B29008 – Edwards, Stevens & Tucker, LLP*

5030.00	Professional Services	<del>\$ 60,000</del>	\$ 120,000
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*Purchase Order B29009 – EL DOB Enterprises, LLC*  
5040.02 Tires & Tubes \$ ~~95,000~~ \$ 125,000

*Purchase Order B29012 – GWP Holdings, LLC.*  
5040.00 Maintenance – vehicles/equipment \$ ~~90,000~~ \$ 115,000

*Purchase Order B29022 – RouteMatch Software*  
5090.06 Service Contract/Equipment \$ ~~70,000~~ \$ 80,000

Health Premiums and enrollment changes take effect at the beginning of each calendar year.

*Purchase Order B29007 – El Dorado County Risk Management*  
5020.02 Health Insurances \$ ~~65,000~~ \$ 135,000

**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 02/01/24**

**PURCHASE ORDER NO. B29043**

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

**DATE: 07/01/23**

ACCOUNT: 5040.06

CLASS: 110

TO: CRASH CHAMPIONS, LLC  
 521 TRUCK STREET  
 PLACERVILLE, CA 95667

SHIP & INVOICE TO:

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

Contact: Don Hinshaw

Vendor Phone No: (530) 622-7588

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR FLEET VEHICLES AS NEEDED FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24		NOT TO EXCEED: \$50,000.00
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	\$50,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$50,000.0
<b>PURCHASING AGENT</b>				

**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 02/01/24**

**PURCHASE ORDER NO. B29007**

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

**DATE: 07/01/23**

ACCOUNT: 5040.01      CLASS: 110  
 ACCOUNT: 5040.80      CLASS: 100  
 ACCOUNT: VARIOUS      CLASS: VARIOUS

TO: DAWSON OIL COMPANY  
 PO BOX 360  
 ROCKLIN, CA 95677

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

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/2023 THROUGH 06/30/2024		NOT TO EXCEED \$800,000.00
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.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$800,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE \$800,000.00

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**EL DORADO COUNTY TRANSIT AUTHORITY**

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

**REVISED 02/01/24**

**PURCHASE ORDER NO. B29008**

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

**DATE: 07/01/23**

ACCOUNT: 5030 CLASS: 125, 600  
ACCOUNT: VARIOUS

TO: EDWARDS, STEVENS AND TUCKER, LLP  
333 UNIVERSITY AVENUE, STE. 200  
SACRAMENTO, CA 95825

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

Contact: Brooke

Vendor Phone No: (916) 565-7697

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 07/01/23 THROUGH 06/30/24		NOT TO EXCEED \$120,000.00

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.  <b>PURCHASING AGENT</b>	SUBTOTAL	\$120,000.00
	SHIPPING	
	SALES TAX	
	<b>TOTAL</b>	<b>NTE \$120,000.00</b>

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

**REVISED 02/01/24**

**PURCHASE ORDER NO. B29009**

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

**DATE: 07/01/23**

ACCOUNT: 5040.02      CLASS: 110

TO: EL DOB ENTERPRISES LLC  
 659 MAIN STREET  
 PLACERVILLE, CA 95667

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

Contact: Geoff Bodle

Vendor Phone No: (530) 622-4714

Fax No: (530) 622-5345

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24  ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$125,000.00
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	\$125,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$125,000.00
<b>PURCHASING AGENT</b>				

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

**REVISED 02/01/24**

**PURCHASE ORDER NO. B29012**

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

**DATE: 07/01/23**

ACCOUNT: 5040

CLASS: 110

TO: GWP HOLDINGS LLC  
 PO BOX 35144 #1022  
 SEATTLE, WA 98124-5144

SHIP & INVOICE TO:

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

Contact: John Blazevic

Vendor Phone No: (916) 441-6151

Fax No: (916) 444-9932

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR 07/01/23 THROUGH 06/30/24		NOT TO EXCEED \$115,000.00
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.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$115,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE \$115,000.00

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

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

**REVISED 02/01/24**

**PURCHASE ORDER NO. B29022**

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

**DATE: 07/01/23**

ACCOUNT: VARIOUS      CLASS: 125

TO: ROUTEMATCH SOFTWARE LLC  
 PO BOX 743038  
 LOS ANGELES, CA 90074-3038

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

Contact: Teague Kirkpatrick

Vendor Phone No: (404) 876-5160

Fax No: (404) 898-1145

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ALL ANNUAL FEES MAINTENANCE AND LICENSE FEES ASSOCIATED WITH SOFTWARE FOR DISPATCH FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24		NOT TO EXCEED: \$80,000.00
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	\$80,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$80,000.00
<b>PURCHASING AGENT</b>				

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

**REVISED 02/01/24**

**PURCHASE ORDER NO. B29007**

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

**DATE: 07/01/23**

ACCOUNT: 5020.02      CLASS: 125

TO: EL DORADO COUNTY  
 RISK MANAGEMENT  
 330 FAIR LANE  
 PLACERVILLE, CA 95667

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

Contact:

Vendor Phone No: (530) 621-5568

Fax No:

PROMISED DELIVERY DATE	TERMS: NET 30
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	F.O.B. DESTINATION
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QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EL DORADO COUNTY PROVIDED HEALTH INSURANCE PLAN TO INCLUDE; MEDICAL, DENTAL, CHIROPRACTIC, AND VISION COVERAGE OPTION FOR TRANSIT DRIVERS FOR FISCAL YEAR 07/01/23 THROUGH 06/30/24  NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.		NOT TO EXCEED \$135,000.00

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.  <b>PURCHASING AGENT</b>	SUBTOTAL	\$135,000.00
	SHIPPING	
	SALES TAX	
	<b>TOTAL</b>	<b>NTE</b> \$135,000.00

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