

AGENDA ITEM 6 J
Consent Calendar

MEMORANDUM

DATE: February 7, 2008

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Approval of Purchase Order No. 13239 issued to CM Asphalt in the amount of \$6,475. and Purchase Order No. 13240 issued to Joe Vicini General Engineering in the amount of \$2,020. for repairs and resealing of bus yard located at 6567 Commerce Way, Diamond Springs.

REQUESTED ACTION:

BY MOTION,

- 1) Approve Purchase Order No. 13239 issued to CM Asphalt in the amount of \$6,475. for cleaning, treating, seal coating and re-striping of bus yard lot located at 6567 Commerce Way, Diamond Springs.
- 2) Approve Purchase Order No. 13240 issued to Joe Vicini General Engineering in the amount of \$2,020. for asphalt patching of bus yard lot located at 6567 Commerce Way, Diamond Springs.
- 3) Authorize Transit Director to execute all documents including purchase order or requisitions for up to ten-percent (10%) of purchase order to facilitate project completion.

BACKGROUND

During the recent winter storms, the bus yard located adjacent to the El Dorado County Transit Authority maintenance building in Diamond Springs sustained erosion damage.

Purchase Order No. 13240 issued to Joe Vicini General Engineering in the amount of \$2,020. will provide for necessary asphalt patching with Purchase Order No. 13239 issued to CM Asphalt in the amount of \$6,475. providing the necessary cleaning, treating, seal coating and re-striping of entire bus yard once the repairs are completed.

El Dorado County Transit Authority (EDCTA) Purchasing Procedures and the Joint Powers Agreement establishing EDCTA require Board Approval for Purchase Orders over \$10,000

and Purchase Requisitions over \$5,000. The Transit Director certifies that these purchases have been processed within approved Purchasing Procedures and is included within the approved capital budget for Fiscal Year 2007/2008, project number 08-05.

The recommended action includes a request to authorize the Transit Director to execute all documents necessary to complete the project up to ten-percent (10%) of the total project amount or \$850. This action allows the Transit Director to approve a purchase requisition over \$5,000 or increase the purchase order up to \$7,325 if warranted to facilitate project completion.

FISCAL IMPACT

Adopted Capital Plan and Budget

FY 07/08

Expense

Maintenance – offices, parking

\$ 8,495.

10% Contingency

\$ 850.

Revenue

State Transit Assistance Funds (STA) allocated to project

\$35,000.

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

PURCHASE ORDER NO. 13239

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

DATE: 02/07/08

ACCOUNT: 9910.09 CLASS: 125

TO: CM ASPHALT
PO BOX 955
ROCKLIN, CA 95677

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

Contact:

Vendor Phone No: (916) 797-3934

FAX No: (916) 797-3943

PROMISED DELIVERY DATE		TERMS		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p>CLEAN LOWER LOT, TREAT OIL SPILL AREAS, SEAL COAT & STRIPE LOT THIS PROJECT IS SLATED FOR THE SPRING TIME WHEN THE TEMPERATURE IS WARMER FOR SEAL COAT TO ADHERE BETTER</p> <p>APPROVED 2007-2008 CAPITAL PROJECT #08-05 ON JUNE 7,2007</p>		\$6,475.00
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	\$6,475.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$6,475.00
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**

PURCHASE ORDER NO. 13240

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

DATE: 02/07/08

ACCOUNT: 9910.09 CLASS: 125

TO: JOE VICINI GENERAL ENGINEERING
PO BOX 206 315 PLACERVILLE DRIVE
PLACERVILLE, CA 95667

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

Contact: JIM

Vendor Phone No: (530) 622-1963

FAX No: (530) 622-0927

PROMISED DELIVERY DATE		TERMS		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p align="center">ASPHALT PATCH FOR LOWER PARKING LOT AT TRANSIT FACILITY</p> <p align="center">APPROVED 2007-2008 CAPITAL PROJECT #08-05 ON JUNE 7, 2007</p>		\$2,020.00
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	\$2,020.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$2,020.00
PURCHASING AGENT				

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