

AGENDA ITEM 5 D
Consent Calendar

MEMORANDUM

DATE: July 3, 2008
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Purchase Order Revision for Dokken Engineering for Fiscal Year 2007/2008

REQUESTED ACTION:

BY MOTION, Approve Revised Purchase Order B13131 issued to Dokken Engineering in the amount of \$21,000. for fiscal year 2007/2008

BACKGROUND

Dokken Engineering has been engaged by the El Dorado County Transit Authority (El Dorado Transit) since May 2006 to provide transportation planning services on an as needed basis. The initial Purchase Order B13131 for \$9,500 however; due to a tracking system error transportation services were approved to a level above the purchase order amount. This tracking error procedure has been improved to ensure policy compliance.

DISCUSSION

Retroactive approval of revised Purchase Order B13131 for an amount not to exceed \$21,000 will bring this procurement into compliance.

FISCAL IMPACT

Funds budgeted in fiscal year 2007/2008. No impact to net budget line item.

Purchase Order B13131 – Dokken Engineering	<u>Initial</u>	<u>Revised PO Amount</u>
5030.00 Transit Planning Services	\$9,500.	Not to Exceed \$21,000.

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

REVISED 07/03/08

PURCHASE ORDER NO. B13131

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

DATE: 07/01/07

ACCOUNT: 5030

CLASS: 125

TO: DOKKEN ENGINEERING
2365 IRON POINT RD., SUITE 200
FOLSOM, CA 95630

SHIP & INVOICE TO:

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

Contact: Matt Boyer

Vendor Phone No: (916) 858-0642

FAX No: (916) 858-0643

PROMISED DELIVERY DATE		TERMS		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TRANSIT PLANNING SERVICES FOR FISCAL YEAR 07/01/07 THROUGH 06/30/08		NOT TO EXCEED: \$21,000.00
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	\$21,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$21,000.00
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."