

AGENDA ITEM 2 B
Action Item

MEMORANDUM

DATE: December 3, 2009

TO: El Dorado County Transit Authority

FROM: Mindy Jackson, Executive Director
Julie Petersen, Fiscal Administration Manager

SUBJECT: Purchase Order 15225 issued to Snap-On Equipment for the acquisition of John Bean Mobile Column Lift Set

REQUESTED ACTION:
BY MOTION,

- 1. Approve Purchase Order 15225 issued to Snap-On Equipment for the acquisition of John Bean Mobile Column Lift Set**
- 2. Authorize Executive Director to execute all documents including purchase order for up to ten-percent (10%) of purchase order to facilitate project completion.**

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. The Executive Director certifies that this purchase request has been processed within approved Purchasing Procedures.

DISCUSSION

El Dorado Transit to-date has received five (5) MCI brand coaches to replace existing commuter buses within the fleet. These vehicles are approximately 5 feet longer and 13,800 pounds heavier than the existing average commuter bus.

El Dorado Transit staff has anticipated the need to replace the current lift system used to perform maintenance services on these newer style buses. On February 5, 2009, El Dorado Transit Board approved revisions to Capital Improvement Plan (CIP) project number 08-07 in the amount of \$45,000 to provide for the general needs associated with this maintenance upgrade.

Cost associated with this item were included in capital budget revisions approved February 5, 2009; no adjustment needed.

FISCAL IMPACT

Capital Budget

This outline includes all costs associated with this procurement:

	<u>Actual</u>	<u>Budgeted</u>
State Transit Assistance (STA)	\$42,877.28	\$45,000.00
Total Project Cost (with 10% contingency if approved)	\$47,165.01	\$45,000.00

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

PURCHASE ORDER NO. 15225

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

DATE: 12/03/2009

ACCOUNT: 9910.11 CLASS: 110

TO: Snap-On Equipment
309 Exchange Avenue
Conway, AR 72032

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

Contact: John Scalero

Vendor Phone No: (877) 482-4866

Fax No: (866) 482-4866

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
1	Set	John Bean Mobile Column Lifts - set of 6 16,000 lbs. Load Capacity Per Column 96,000 lbs. Load Capacity Per Set of 6	\$37,462.63	\$37,462.63
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	\$37,462.63
			SHIPPING	\$2,334.00
			SALES TAX	\$3,090.65
			TOTAL	\$42,887.28
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