

AGENDA ITEM 1 K
Consent Item

MEMORANDUM

DATE: February 2, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Blanket Purchase Order Revisions for Fiscal Year 2016/17

REQUESTED ACTION:
BY MOTION,

**Approve Revised Blanket Purchase Orders above \$25,000 for
Fiscal Year 2016/17**

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 overview of purchase orders 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

Salary & Benefit Accounts

Purchase Order B22002 – CalPERS 457 Deferred Compensation Plan

2032.00	Deferred Comp / Payroll Deduction	\$100,000	\$125,000
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The requested increase to the CalPERS 457 Deferred Compensation Plan has a zero effect to El Dorado Transit. This is a voluntary plan funded from employee payroll deductions. Purchase order B22002 is the mechanism that allows for these deductions and payments.

Purchase Order B22003 – Health Benefit Service Division, California Public Employees’ Retirement System

5020.02	Health Insurance	\$465,000	\$475,000
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Preliminary estimates for unrepresented employee health premiums were under projected for Fiscal Year (FY) 2016/17.

Purchase Order B22019 – Public Employee Retirement System

5020.01	Employee Retirement	\$540,000	\$700,000
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The recommended increase includes the total retirement premium charged to El Dorado Transit of 9.558% and employee contributions of 7%. The actual operating budget line item remains at \$470,000. The Purchase order increase is the mechanism that allows for proper purchasing procedures to be upheld. This includes payroll deductions and vendor payments.

Purchase Order B22026 – Wolfpack Insurance Services Inc.

5020.02	Health Insurance	\$56,000	\$58,000
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Preliminary estimates for unrepresented employee dental & vision premiums were under projected for Fiscal Year (FY) 2016/17.

Purchase Order B22162 – Operating Engineers Local Union No. 3 - Dues

2035.00	Union Dues Payable	\$20,000	\$25,000
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The requested increase to the Operating Engineers Local Union No. 3 - Dues has a zero effect to El Dorado Transit. Represented dues are paid through employee payroll deductions. Purchase order B22162 is the mechanism that allows for these deductions and payments.

Service & Supply Accounts

Service and Supply accounts are utilized to achieve the maximum cost saving by purchasing from a variety of vendors. When vendor blanket purchase orders are increased, purchases for other vendors are reduced so the line item remains within budget.

Purchase Order B22010 – GCR Tire Center

5040.02	Vehicle Maintenance/Tires & Tubes	\$35,000	\$40,000
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Purchase Order B22014 – MCI Service Parts Inc.

5040.00	Vehicle Maintenance (In-House)	\$45,000	\$55,000
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Purchase Order B22020 – Resco Printing

5090.75	Printing	\$30,000	\$35,000
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Purchase Order B22024 – Sierra Nevada Tire & Wheel
5040.02 Vehicle Maintenance/Tires & Tubes \$40,000 \$45,000

Purchase Order B22087 – Steve Stymeist Collision Centers
5040.06 Incident Repairs
5040.00 Maintenance Vehicle/Equipment \$24,000 \$40,000

Purchase Order B22101 – Zonar Systems Inc.
5040.00 Maintenance Vehicle/Equipment
5040.00 Service Contracts/Equipment \$24,000 \$28,000

FISCAL IMPACT

The increase of these blanket purchase orders are 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 02/02/17

PURCHASE ORDER NO. B22002

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

DATE: 07/01/16

ACCOUNT: 2032

CLASS: 125

TO: CalPERS 457 DEFERRED
 COMPENSATION PLAN
 PO BOX 2647
 LEWISTON, ME 04241-2647

SHIP & INVOICE TO:

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

Contact: Lisa Crowell

Vendor Phone No: (617) 657-7366

Fax No: (617) 376-4285

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		OPTIONAL EMPLOYEE PAID SUPPLEMENTAL INCOME PLAN FOR RETIREMENT FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 PAYROLL DEDUCTIONS SENT TO CalPERS 457 ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.		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	
			TOTAL	NTE: \$125,000.00
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."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

REVISED 02/02/17

PURCHASE ORDER NO. B22003

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

DATE: 07/01/16

ACCOUNT: 5020.02 CLASS: 125

TO: HEALTH BENEFIT SERVICE DIVISION
 CALIFORNIA PUBLIC EMPLOYEES
 RETIREMENT SYSTEM
 PO BOX 4032
 SACRAMENTO, CA 95812-4032

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

Contact: Robert Sharp

Vendor Phone No: (888) 225-7377

Fax No: (916) 795-7901

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EDCTA SPONSORED HEALTH INSURANCE COVERAGE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 PAYROLL DEDUCTIONS SENT TO CalPERS HEALTH BENEFIT SERVICE DIVISION ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.		NOT TO EXCEED: \$475,000.00
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	\$475,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$475,000.00
PURCHASING AGENT				

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

REVISED 02/02/17

PURCHASE ORDER NO. B22019

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

DATE: 07/01/16

ACCOUNT: 5020.01 CLASS: 125

TO: PUBLIC EMPLOYEES RETIREMENT
 SYSTEM
 400 P STREET
 PO BOX 1982
 SACRAMENTO, CA 95809-1982

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

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYER PAID RETIREMENT BENEFITS: CLASSIC: EMPLOYEE PORTION 7% EMPLOYER PORTION 9.558% NEW HIRES HIRED AFTER 12/31/12 PEPPRA: EMPLOYEE PORTION 6.5% EMPLOYER PORTION 6.93% OF ELIGIBLE GROSS PAYROLL FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 CalPERS RETIREMENT BENEFITS ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$700,000.00
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	\$700,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$700,000.00
PURCHASING AGENT				

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

REVISED 02/02/17

PURCHASE ORDER NO. B22026

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

DATE: 07/01/16

ACCOUNT: 5020.02 CLASS: 125

TO: WOLFPACK INSURANCE SERVICES INC
 PO BOX 156
 425 HARBOR BLVD STE 2C
 BELMONT, CA 94002-0156

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

Contact: Debbie Barr / VRB

Vendor Phone No: (800) 296-0192

Fax No: (650) 591-4022

PROMISED DELIVERY DATE		TERMS: NET 10		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EDCTA SPONSORED HEALTH INSURANCE FOR DENTAL AND VISION CARE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.		NOT TO EXCEED: \$58,000.00
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	\$58,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$58,000.00

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

REVISED 02/02/17

PURCHASE ORDER NO. B22162

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

DATE: 07/01/16

ACCOUNT: 2035

CLASS: 125

TO: OPERATING ENGINEERS LOCAL
 UNION NO. 3
 ROMMELY MACALOLOY (CHECK-OFF)
 1620 SOUTH LOOP ROAD
 ALAMEDA, CA 94502

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (510) 748-7400

Fax No: (510) 748-7401

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		REPRESENTED EMPLOYEES MONTHLY UNION DUES FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 DUES PAID THROUGH PAYROLL DEDUCTION NO ACTUAL FISCAL COST TO EDCTA		NOT TO EXCEED: \$25,000.00
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	\$25,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$25,000.00

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

REVISED 02/02/17

PURCHASE ORDER NO. B22010

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

DATE: 07/01/16

ACCOUNT: 5040.02 CLASS: 110

TO: GCR TIRE CENTER
 1401 RICHARDS BLVD
 SACRAMENTO, CA 95811

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

Contact:

Vendor Phone No: (530) 391-9240

Fax No: (916) 447-0122

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE FOLLOWING MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$40,000.00
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. PURCHASING AGENT			SUBTOTAL	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00

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

REVISED 02/02/17

PURCHASE ORDER NO. B22014

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

DATE: 07/01/16

ACCOUNT: 5040

CLASS: 110

TO: MCI SERVICE PARTS INC
 LOCKBOX 774764
 4764 SOLUTIONS CENTER
 CHICAGO, IL 60677-4007

SHIP & INVOICE TO:

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

Contact: Ryan Horrell

Vendor Phone No: (502) 318-3123

Fax No: (847) 285-2300

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 FISCAL YEAR 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$55,000.00
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	\$55,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$55,000.00
PURCHASING AGENT				

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

REVISED 02/02/17

PURCHASE ORDER NO. B22020

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

DATE: 07/01/16

ACCOUNT: 5090.75 CLASS: 125

TO: RESCO PRINTING
 PO BOX 454
 EL DORADO, CA 95623-0454

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

Contact: Mike

Vendor Phone No: (530) 642-2842

Fax No: (530) 642-9285

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PRINTING OF BROCHURES, PASSES, SCRIP AND RELATED MATERIALS ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$35,000.00
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	\$35,000.00
			SHIPPING	
			SALES TAX	
			PURCHASING AGENT	TOTAL

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

REVISED 02/02/17

PURCHASE ORDER NO. B22024

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

DATE: 07/01/16

ACCOUNT: 5040.02 CLASS: 110

TO: SIERRA NEVADA TIRE & WHEEL
 659 MAIN STREET
 PLACERVILLE, CA 95667

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

Contact:

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
		THIRD TIRE VENDOR TO SUPPLY TIRES AT STATE CONTRACT PRICING FOR FLEET VEHICLES FOR FISCAL PERIOD 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$45,000.00
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	\$45,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$45,000.00
PURCHASING AGENT				

PLEASE NOTE CONDITIONS ON REVERSE SIDE

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

REVISED 02/02/17

PURCHASE ORDER NO. B22087

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

DATE: 07/01/16

ACCOUNT: 5040.06 CLASS: 110

ACCOUNT: 5040 CLASS: 110

SHIP & INVOICE TO:

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

TO: STEVE STYMEIST COLLISION CNTRS
 3948 HIGHWAY 49
 PLACERVILLE, CA 95667

Contact: Sue Pardi (Office Manager)

Vendor Phone No: (530) 622-7588

Fax No: (530) 622-0353

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR COMMUTER BUSES ONLY FACILITY TO ACCOMMODATE OUR COMMUTER BUSES IN EL DORADO COUNTY FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$40,000.00
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	\$40,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$40,000.00
PURCHASING AGENT				

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

REVISED 02/02/17

PURCHASE ORDER NO. B22101

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

DATE: 07/01/16

ACCOUNT: 5040 CLASS: 110

ACCOUNT: 5090.06 CLASS: 125

SHIP & INVOICE TO:

EL DORADO COUNTY TRANSIT AUTHORITY
6565 COMMERCE WAY

DIAMOND SPRINGS, CA 95619-9454

TO: ZONAR SYSTEMS INC
 18200 CASCADE AVE S
 SEATTLE, WA 98188-4728

Contact: Michelle Shockes

Vendor Phone No: (206) 878-2459

Fax No: (206) 878-3082

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ANNUAL MAINTENANCE CONTRACT, REPLACEMENT AND OR ADDITIONAL PARTS AND SERVICES FOR FISCAL YEAR 07/01/16 THROUGH 06/30/17		NOT TO EXCEED: \$28,000.00
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	\$28,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$28,000.00
PURCHASING AGENT				

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