



# El Dorado County Emergency Services Authority

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**Finance Committee Meeting**  
**Wednesday, July 9, 2014 1:00 p.m.**  
Diamond Springs Fire Station #49 – Classroom

## AGENDA

<b>1. Call to Order</b>	Keating
<b>2. Approval of Agenda</b>	Keating
<b>3. Approval of Finance Meeting Minutes of June 4, 2014</b>	Keating
<b>4. Old Business</b> 4.1. Miwok Contract Update 4.2. Discuss Rent and Utility Reimbursement Methodology	Hackett Hackett
<b>5. New Business</b> 5.1. Review Revenue and Expense statement (handout) 5.2. Review and Recommend JPA Budget Draft 6 5.3. Review and Recommend Provider Agency Administrative Reimbursement and Authorized Expenditures Policy Draft 5.4. Review and Recommend Revision to Purchasing Procedures Policy 5.5. Review and Recommend RFP Bid#01.2014	Keating Hackett Hackett Hackett Hackett
<b>6. Adjournment</b>	Keating

Next Finance Committee regular meeting will be on August 1, 2014 at 13:00 hours.

\*\*\* Please park at the Fireman's Hall or the JPA parking lot as the Commercial Businesses need their parking available for customers ~ Thank you \*\*\*



## El Dorado County Emergency Services Authority

### Finance Committee Meeting

Wednesday, June 4, 2014 – 1:00 p.m.

DS/ED Fire Station #49, Classroom, 501 Main Street, Diamond Springs, CA

### Minutes

#### Attendees:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Rescue Fire, <b>Chair</b> , Chief Tom Keating | <input type="checkbox"/> Pioneer Fire, Chief Jack Daniels                     |
| <input type="checkbox"/> Cameron Park/CAL Fire, <b>Vice Chair</b> , DC Joe Tyler  | <input type="checkbox"/> Alternate CP/CAL FIRE, BC Justin Sanders             |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Dave Roberts      | <input checked="" type="checkbox"/> El Dorado County Fire, Chief Mike Hardy   |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Greg Schwab            | <input type="checkbox"/> El Dorado County Fire, Division Chief Tim Cordero    |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Rob Combs         | <input type="checkbox"/> Diamond Springs Fire, Assistant Chief Bryan Ransdell |
| <input type="checkbox"/> Diamond Springs Fire, Battalion Chief Ken Earle          | <input type="checkbox"/> Garden Valley Fire, Chief Bill Dekker                |
| <input checked="" type="checkbox"/> JPA, Executive Director Marty Hackett         |   |

**Guests:** Jim Hartley, EDH Board Director

#### 1. Call to Order

Chairman Keating called the meeting to order at **13:00** hours.

#### 2. Approval of Agenda –

**Motion** to approve Agenda by Chief Roberts, seconded by Chief Hardy and motion carries unanimously.

#### 3. Approval of Finance Meeting Minutes of May 7, 2014:

**Motion** to approve minutes by Chief Hardy, seconded by Chief Dekker and motion carries unanimously.

#### 4. Old Business

##### 4.1. Miwok Contract Update

- The Tribe has not paid for February, March or April. The verbal agreement in negotiations was not reflected in the hard contract presented by the Tribe. The County believes they still have a basis for negotiation but no resolution has been reached.
- The Finance Committee instructed Executive Director Hackett to invoice the HHSA for the shortfall of revenue.

##### 4.2. Discuss Rent and Utility Reimbursement Methodology

- JPA provided copies from County Fire's station 19 and Cameron Park Fire's station 88. Chief Combs also handed out Diamond Springs Fire station 48 utility costs but believes the list is missing some things.
- The Directors all agree we now have a good approximation of the cost for those station's utilities/operations costs.
- Executive Director Hackett will send an email to Lori Walker at the HHSA to get calculation for grant monies allocation for square footage costs with regard to any rent allocation.
- Chief Combs will pull square footage of station 48 and station 88 and provide at next session.

#### 5. New Business

##### 5.1. Review Revenue and Expense Statement (handout)

- Property tax is a couple thousand less than estimated but should still have more posted in June.
- Executive Director Hackett indicated some agencies getting close to their caps so that will need to be monitored.

- Chief Keating suggested we bill CSA7 for the shortfall of revenue from the Miwok. We're still paying the salaries of the people responding there. Executive Director Hackett will draft a letter.

**5.2. Discuss Fire District Hiring Expense Reimbursement Requests**

- Currently no policy indicating JPA reimburses for hiring expenses. Has not been budgeted so would need to increase JPA administration budget.
- Chief Dekker would like see the hiring expenses have a standard across the board or to cap the expenses. If contracting for a flat fee service this will not be an issue that would need to have a policy adjustment. Chief Keating suggested increase admin fee by 3000 and include it in there.
- Executive Director Hackett will draft a policy to speak to this expense and bring it back to this committee

**6. Adjournment**

*A motion to adjourn the meeting at 14:19 hours was made by Chief Roberts was seconded by Chief Dekker and motion carries unanimously.*

DRAFT

## Utility Cost Analysis

CP - 88	YTD Act. 9 mo.	
DSL	\$	709.58
Phones	\$	1,605.77
Water	\$	2,532.37
Electric	\$	3,360.29
Propane	\$	648.39
Total	\$	<b>8,856.40</b>
Avg	\$	<b>984.04</b>

9 months act.

**1 mo. Avg**

DS - 48	Year	Month
08/09	\$ 12,786.23	\$ 1,065.52
09/10	\$ 14,640.92	\$ 1,220.08
10/11	\$ 16,277.15	\$ 1,356.43
11/12	\$ 15,208.44	\$ 1,267.37
12/13	\$ 9,956.93	\$ 829.74
<b>Average</b>	<b>\$ 13,773.93</b>	<b>\$ 1,147.83</b>

EDC - 19	Amerigas	EID	Disposal	PG&E
August	-	-	\$ 85.50	\$ 477.43
September	\$ 128.16	\$ -	\$ 85.50	\$ 427.62
October	\$ 160.60	\$ -	\$ 85.50	\$ 381.93
November	\$ 226.03	\$ 81.04	\$ 85.50	\$ 364.82
December	\$ 202.63	\$ -	\$ 85.50	\$ 303.55
January	\$ 1,770.36	\$ 70.37	\$ 85.50	\$ 363.24
February	\$ 1,267.08	\$ -	\$ 85.50	\$ 282.70
March	\$ 711.70	\$ 80.99	\$ 128.27	\$ -
Totals	\$ 4,466.56	\$ 232.40	\$ 726.77	\$ 2,601.29
Avg Mo.	\$ 558.32	\$ 29.05	\$ 90.85	\$ 325.16

Total

**\$ 8,027.02** 8 months**\$ 1,003.38** **1 mo. Avg**

\$ 984.04	1 mo. Avg	CP
\$ 1,147.83	1 mo. Avg	DS
\$ 1,003.38	1 mo. Avg	EDC
\$ 1,040.20	1 mo. Mean	
\$ 1,003.38	1 mo. Median	

JPA PRELIMINARY BUDGET - Fiscal Year 2014/2015							DRAFT 6
Class 30: Wages/Benefits	JPA FY 14/15 Admin	El Dorado County Fire	Diamond Springs Fire	Georgetown Fire	Cameron Park Fire	El Dorado Hills Fire	TOTAL
3000 Reg. Employees	130,000.00	1,937,173.00	1,000,000.00	986,880.34	962,675.00	1,000,000.00	\$ 6,016,728.34
3001 Extra Help	-	-	-	-	-	-	\$ -
3002 Overtime	12,000.00	404,000.00	-	-	-	-	\$ 416,000.00
3004 Other Comp	1,566.00	-	-	-	-	-	\$ 1,566.00
3020 Retirement	-	740,703.00	-	-	-	-	\$ 740,703.00
3021 Social Security	9,000.00	500.00	-	-	-	-	\$ 9,500.00
3022 Medicare	2,000.00	38,000.00	-	-	-	-	\$ 40,000.00
3040 Health Ins.	-	480,403.00	-	-	-	-	\$ 480,403.00
3041 Fed. Unempl.	-	-	-	-	-	-	\$ -
3042 Disability Ins.	-	7,800.00	-	-	-	-	\$ 7,800.00
3043 Deferred Comp.	-	-	-	-	-	-	\$ -
3044 Vision Insurance	-	7,500.00	-	-	-	-	\$ 7,500.00
3046 Retiree Health	407,552.00	-	-	-	-	-	\$ 407,552.00
3060 Workers' Comp	1,400.00	174,098.00	-	-	-	-	\$ 175,498.00
3080 Life/Flexible Benefits	-	-	-	-	-	-	\$ -
<b>CLASS 30: TOTALS</b>	<b>\$563,518.00</b>	<b>\$3,790,177.00</b>	<b>\$1,000,000.00</b>	<b>\$986,880.34</b>	<b>\$962,675.00</b>	<b>\$1,000,000.00</b>	<b>\$8,303,250.34</b>
Class 40: Serv/Supplies	JPA Admin	El Dorado County Fire	Diamond Springs Fire	Georgetown Fire	Cameron Park Fire	El Dorado Hills Fire	TOTAL
4020 Clothing	-	-	-	-	-	-	\$ -
4021 Fire Turnouts	-	15,000.00	4,000.00	4,000.00	4,000.00	4,000.00	\$ 31,000.00
4022 Uniforms	-	-	-	-	-	-	\$ -
4040 Communications	1,110,000.00	-	-	-	-	-	\$ 1,110,000.00
4060 Inservice Food	-	500.00	-	-	-	-	\$ 500.00
4080 Household Exp.	100.00	6,100.00	1,600.00	1,600.00	1,600.00	1,600.00	\$ 12,600.00
4085 Refuse Disposal	-	-	-	-	-	-	\$ -
4087 Extermination	-	-	-	-	-	-	\$ -
4100 Insurance	30,000.00	-	-	-	-	-	\$ 30,000.00
4140 Maint: Equip.	20,000.00	-	-	-	-	-	\$ 20,000.00
4141 Maint: Office Equip	-	-	-	-	-	-	\$ -
4142 Maint: Radio	10,000.00	-	-	-	-	-	\$ 10,000.00
4145 Maint: Equip. Prts	-	-	-	-	-	-	\$ -
4160 Vehicle Maint	100,000.00	-	-	-	-	-	\$ 100,000.00
4162 Veh Maint:Sup	15,000.00	-	-	-	-	-	\$ 15,000.00
4164 Veh Maint: Tires	20,000.00	-	-	-	-	-	\$ 20,000.00
4165 Veh Maint: Oils	3,000.00	-	-	-	-	-	\$ 3,000.00
4180 Maint: Bldg/Imp	600.00	-	-	-	-	-	\$ 600.00
4182 Structures Maint	-	-	-	-	-	-	\$ -
4197 Maint. Bldg Supplies	200.00	700.00	-	-	-	-	\$ 900.00
4200 Medical Supplies	410,000.00	-	-	-	-	-	\$ 410,000.00
4220 Memberships	-	-	-	-	-	-	\$ -
4240 Misc. Expense	-	-	-	-	-	-	\$ -
4260 Office Expense	4,000.00	4,000.00	1,500.00	1,500.00	1,500.00	1,500.00	\$ 14,000.00
4261 Postage	900.00	-	-	-	-	-	\$ 900.00
4263 Subscriptions	-	-	-	-	-	-	\$ -
4266 Printing	150.00	-	-	-	-	-	\$ 150.00
4300 Professional Serv	50,000.00	-	-	-	-	-	\$ 50,000.00
4304 Admin Fees	160,000.00	-	-	-	-	-	\$ 160,000.00
4308 External Data Svcs	60.00	-	-	-	-	-	\$ 60.00
4324 Medical	-	-	-	-	-	-	\$ -
4400 Publicat/Legal	400.00	-	-	-	-	-	\$ 400.00
4420 Rent/Lease/Equip	3,100.00	-	-	-	-	-	\$ 3,100.00
4440 Rent/Lease/Bldg	13,200.00	-	-	-	-	-	\$ 13,200.00
4460 Equip: Sm Tool	-	-	-	-	-	-	\$ -
4461 Equipment: Minor	5,000.00	4,000.00	1,000.00	1,000.00	1,000.00	500.00	\$ 12,500.00
4462 Equip: Computers	3,500.00	-	-	-	-	800.00	\$ 4,300.00
4500 Special Dept Exp	5,000.00	-	-	-	-	-	\$ 5,000.00
4502 Educ Materials	-	-	-	-	-	-	\$ -
4503 Staff Development(1099)	-	-	-	-	-	-	\$ -
4540 Staff Development	32,000.00	19,200.00	3,600.00	3,600.00	3,600.00	3,600.00	\$ 65,600.00
4600 Transport/Travel	-	500.00	500.00	500.00	500.00	500.00	\$ 2,500.00
4602 Mile Emp Prv Auto	400.00	-	-	-	-	-	\$ 400.00
4606 Fuel Purchases	182,000.00	-	-	-	-	-	\$ 182,000.00
4620 Utilities	2,500.00	30,000.00	7,800.00	7,800.00	7,800.00	7,500.00	\$ 63,400.00
<b>CLASS 40: SUBTOTALS</b>	<b>\$2,181,110.00</b>	<b>\$80,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$2,341,110.00</b>
Class 60: Fixed Assets	JPA Admin	El Dorado County Fire	Diamond Springs Fire	Georgetown Fire	Cameron Park Fire	El Dorado Hills Fire	TOTAL
6040 Fixed Assets	360,000.00	-	-	-	-	-	\$ 360,000.00
<b>Class 60 Total</b>	<b>\$360,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$360,000.00</b>
Budget Totals	JPA Admin	El Dorado County Fire	Diamond Springs Fire	Georgetown Fire	Cameron Park Fire	El Dorado Hills Fire	TOTAL
Class 30: Wages/Benefits	\$563,518.00	\$3,790,177.00	1,000,000.00	986,880.34	962,675.00	1,000,000.00	\$8,303,250.34
Class 40: Serv/Supplies	2,181,110.00	80,000.00	20,000.00	20,000.00	20,000.00	20,000.00	\$2,341,110.00
Class 60: Fixed Assets	360,000.00	-	-	-	-	-	\$360,000.00
Class 70: Resid.Eqty.Trsf.	-	-	-	-	-	-	\$ -
<b>Totals</b>	<b>\$3,104,628.00</b>	<b>\$3,870,177.00</b>	<b>\$1,020,000.00</b>	<b>\$1,006,880.34</b>	<b>\$982,675.00</b>	<b>\$1,020,000.00</b>	<b>\$11,004,360.34</b>

Purple items-JPA processed for cumulative expense item.

Changes Draft 5 to Draft 6

<b>El Dorado County JPA - Non-Provider Budget Allocation</b>	
<b>Non-Provider Districts</b>	2014-15 Budget
<b>Garden Valley - 878000</b>	
4200 Medical	\$ 5,500.00
4540 Staff Development	\$ 2,000.00
<b>Total</b>	<b>\$ 7,500.00</b>
<b>Latrobe - 879000</b>	
4200 Medical	\$ 3,000.00
4540 Staff Development	\$ 2,000.00
<b>Total</b>	<b>\$ 5,000.00</b>
<b>Mosquito - 879100</b>	
4200 Medical	\$ 3,000.00
4540 Staff Development	\$ 2,000.00
<b>Total</b>	<b>\$ 5,000.00</b>
<b>Pioneer - 879200</b>	
4200 Medical	\$ 5,500.00
4540 Staff Development	\$ 2,000.00
<b>Total</b>	<b>\$ 7,500.00</b>
<b>Rescue - 879300</b>	
4200 Medical	\$ 5,500.00
4540 Staff Development	\$ 2,000.00
<b>Total</b>	<b>\$ 7,500.00</b>
<b>CAL FIRE - 879400</b>	
4200 Medical	\$ 5,500.00
4540 Staff Development	\$ 2,000.00
<b>Total</b>	<b>\$ 7,500.00</b>
<b>Non-Provider Districts Totals</b>	2014-15 Budget
4200 Medical	\$ 28,000.00
4540 Staff Development	\$ 12,000.00
<b>Grand Total</b>	<b>\$ 40,000.00</b>



## El Dorado County Emergency Services Authority

<http://www.edcjpa.org/policies.html>

Policy Subject Matter: **Provider Agency Administrative Reimbursement and Authorized Expenditures**

Review Date:

Revision Date:

Creation Date:

# DRAFT

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### **I. Policy:**

For JPA member agencies that by contract provide ambulance services they shall receive an administrative reimbursement for the below listed authorized expenditures.

### **II. Purpose:**

To identify reimbursement funding and authorized expenditures for the administrative costs associated with operating and managing ambulance operations.

### **III. Procedures:**

- a. Administrative reimbursement allocation: Each fiscal year, a JPA member agency that is under contract with the JPA to manage and operate an ambulance(s) shall receive twenty thousand (\$20,000) dollars for each ambulance assigned to their agency. The reimbursement shall not exceed the terms and monetary limits of this policy.
- b. Authorized administrative expenditures include the following:
  1. Scheduling and supervision of ambulance personnel shift coverage.
  2. Supervisory review and processing of Patient Care Reports.
  3. Managing ambulance fleet and equipment maintenance.
  4. Coordinating, providing and tracking required paramedic/EMT training and continued licensure and certification.
  5. Office staff processing of invoices associated with operating an ambulance(s).
  6. Stationary and other office supplies.
  7. Office and equipment rentals.
  8. With approval of the JPA executive director, other costs incurred directly related to the management and operation of ambulance services.
  9. Costs associated with hiring new firefighter/paramedics to staff the ambulance(s).

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Marty Hackett  
Executive Director



## El Dorado County Emergency Services Authority

Policy Subject Matter:       **Purchasing Procedures**  
 Review Date:  
 Revision Date:               **07.25.07**  
 Creation Date:               **11.05.02**

### **I. Purpose:**

The purpose of this policy is to adopt policies and procedures governing the purchase of supplies and equipment by the JPA in accordance with the Government Code, Section 54201.

### **II. Definitions**

- A. Formal Bid: means the procurement procedure in which the request for bid for product is submitted in writing, circulated to all vendors on an established bidders list for the commodity, received in writing by a stated deadline and awarded at a regular meeting of the JPA Board of Directors. The bid shall be advertised in a local newspaper.
- B. Informal Bid: means the procurement procedure in which the request for quote for product is done by telephone, solicited from a minimum of three vendors and awarded by the JPA Board of Directors.
- C. Fixed assets: means any item of equipment having an estimated useful life of three years or more, and a purchase price of \$5,000 and capable of being permanently identified as an individual unit of property, and belonging to one of the general classes of property considered a fixed asset in accordance with generally accepted accounting practice.
- D. General Conditions: (Attachment A) shall be attached to each bid specification. These conditions inform bidders of the JPA's terms and conditions for brands, taxes and awarding of the bid.

### **III. Forms and Procedures**

- A. Only the JPA Executive Director or his designated representative may approve and sign direct purchase orders in the total amount of four thousand nine-hundred ninety-nine and 99/100 dollars (\$4,999.99) or less.
- B. The JPA Executive Director shall or designees shall strictly adhere to written purchasing procedures as issued from time to time by the Board of Directors.

### **IV. Emergency Purchases**

- A. Emergency purchases may be made by any person or official authorized to sign purchase orders when the JPA Executive Director is not immediately available and the item or items so purchased are immediately necessary for the preservation of life or property. Such emergency purchases shall be subsequently submitted by the originating person to the JPA Executive Director for his/her approval and confirmation by the JPA Board of Directors. The purchase order shall contain a brief statement of the nature of the emergency.



## V. Purchase Over Budget Prohibited

Except as otherwise provided by state law, no purchase of materials, supplies, fixed assets or contractual services shall be made in excess of the appropriations allowed therefore in the JPA budget.

## VI. Gratuities

The acceptance of any gratuity in the form of cash, merchandise or any other thing of value by an office or employee of the JPA from a vendor or contractor, or prospective vendor or contractor is prohibited and shall be a cause for disciplinary action.

## VII. Bid Calling and Award

Anyone involved in the bid preparation and award process should disqualify themselves if they have any financial interest in any of the bidders organizations or if they have any personal relationships with any of the bidders.

### 1. Informal Bid

The procedure to obtain a quote for furnishing supplies, material, contract services or equipment to the JPA where the unit price is in excess of five hundred dollars (\$500) and less than four thousand nine hundred ninety-nine and 99/100 (\$4,999.99) or the combined total price of multiple units of ~~\$125,000~~ or less is as follows:

- a. The Executive Director shall have the authority to approve purchases in the sum of ~~\$5,000~~\$5,000-2,500 or less.
- b. Price quotes shall be obtained from three vendors.
- c. Selection of the vendor should be based on best buy (best quality for reasonable price), not necessarily the lowest priced product.

The JPA Executive Director shall review the quote, compute and determine the most responsive bidder, submit a summary and recommendation of the quote award for inclusion as a regular agenda item. In the event the JPA Executive Director cannot for reasons of omission or errors determine a best responsive bidder then the JPA Executive Director shall cancel the quote and the quote process will be repeated until the lowest responsible bid can be determined and recommended.

### 2. Formal Bid

The procedure for letting a contract for furnishing supplies, material, or equipment to the JPA where the unit price is in excess of ~~twenty-five~~ five thousand dollars (~~\$25,000~~) or the amount allowed by Government Code, whichever is greater, and such other contracts and sales as the JPA may designate shall be as follows:

- a. Call for Bids- Request for price quotes or bids should be appropriately advertised to attract bidders.
- b. Opening Bids – At the times fixed for opening bids the JPA Executive Director shall publicly open the bids received and announce the name of each bidder. The JPA Executive Director shall return unopened any bids received after the time fixed for opening bids with the notation that the bid was filed too late. The JPA Executive Director shall review the bids, compute and determine the most responsive bidder. The Executive Director shall submit a summary and recommendation of bid award for inclusion as a regular agenda item. In the event the JPA Executive Director cannot, for reasons of omission or errors determine a best qualified bidder, then the JPA Executive Director shall cancel the bid and the bid

- process will be repeated until the lowest responsible bidder as determined by the bid award selection criteria can be determined and recommended.
- c. Award or Rejecting Bid – Following recommendation for award, the JPA Board of Directors shall consider the bids received and shall either:
    - 1) Reject any and all non-responsive bids, and waive minor irregularities.
    - 2) Reject all bids and determine whether to rebid and/or
    - 3) Award the contract to the lowest responsive responsible bidder. In determining a lowest responsive, responsible bid, the board shall also consider the quality of the items offered and their conformity to the bid specifications, the delivery and discount terms, any conditions attached to the bid, and other information considered pertinent to the decision making process. A selection committee composed of the JPA Executive Director and members appointed by the JPA Board of Directors shall review the bids and make a recommendation to the board to either accept or reject the bid.
  - d. Executing Contract – After awarding the bid, and before performance by the successful bidder, a written contract shall be executed by the JPA Board of Directors on behalf of the JPA and the successful bidder, as deemed appropriate by circumstances. As a general rule, the JPA purchase order form shall serve as contract with the successful bidder, providing all preceding steps on award of bids in excess of twenty-five thousand dollars (\$25,000) have been observed.
  - e. Dispensing with Bids – The JPA Board of Directors may dispense with the bidding procedures required by this section and make the purchase or contract with any firm or person on such items as deems advisable when and if the board finds that competitive bidding would not be in the public interest because of emergency or because the unique nature of the property or service required precludes receiving bids. With the approval of the JPA Board, the JPA may “piggy-back” on another governmental agency’s awarded contract as long as the contract was awarded through a competitive bid process. Such findings and the reasons therefore shall be recorded in the minutes of the board.
  - f. Purchasing Protest Procedure – The protest procedure is an extension of the formal bid process, which allows recourse to bidders who wish to protest bid results or the method by which a bid request was processed. This procedure is only made available after all informal methods have failed to reach a solution. Upon the completion of the bid evaluation and concurrently with recommendation to the JPA Board of Directors for award, the Executive Director shall notify “all bidders” of the successful bidder: brand, model, and price quoted: any other pertinent information, and the date on which the award will be made by the JPA Board of Directors. All bidders may attend the Board meeting and address the Board at that time.

### 3. Procedure

If a bidder wishes to protest the award, the procedure shall be as follows:

- 1) Within five (5) days from the date of the “all bidders” letter, protesting bidder shall submit a letter of protest to the Executive Director, specifically stating the reason for the protest, such as the law, rule, regulation or criteria on which the protest is based.
- 2) If the Executive Director finds the protest to be valid, the recommendation and/or award may be rescinded. If the Executive Director does not find the protest valid, response stating the reason for refusal shall be submitted in writing to protestor within five (5) working days from the receipt of the protest.
- 3) In the event the Executive Director and the vendor are unable to reach an agreement, the protest may be submitted to the JPA Board of Directors requesting the Board to consider the protest as a regular agenda item. The decision of the Board shall be final in accepting or rejecting the protest.

Item 5.4

**VIII. Records**

The location of purchasing records developed pursuant to the provisions of this policy shall be in the office of the JPA Executive Director. All such records including, but not restricted to, bid documents and purchase orders shall be open and available for perusal by all members of the public and government.



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Marty Hackett  
Executive Director

(Attachment A)

**GENERAL CONDITIONS****Instructions to Bidders:**

- (1) Bidders are responsible to see that the bid is received at the JPA prior to the bid opening deadline. Late bids will be returned unopened.
- (2) All bids must be submitted in ink on the bid form. Cover letters, additional sheets, etc. may be included. The total bid excluding sales tax must appear on the Bid Form as indicated on the cover page.
- (3) Erasures are NOT acceptable. Changes must be lined out and corrections inserted adjacent and initialed by the bidder's authorized representative. Use of correction fluid or tape is not acceptable.
- (4) All bids must include the company name and address and must be signed by an authorized representative of the company; signature must be an original signature, or an original signature stamp, on the Bid Form.
- (5) Alternate or incomplete bids will NOT be accepted.
- (6) The JPA, at its sole option, may correct arithmetic or extension errors, and obtain clarification, if necessary.
- (7) If no terms discount is to be offered, the terms portion of the bid form shall state "NET".
- (8) If delivery specified is impossible, bidder must state best delivery available on the Bid Form. Number of days shall mean calendar days After Receipt of Order (ARO). Bids quoting delivery beyond any deadline specified in the Bid invitation may be rejected.
- (9) Bid modifications, corrections, or additions received beyond the bid deadline will NOT be considered.
- (10) Telephone or facsimile bids will NOT be accepted.
- (11) Bid prices shall be firm for a minimum of sixty (60) calendar days from the bid opening unless otherwise

**Samples:**

- (1) Samples of items, when required, must be furnished to the JPA at the bidder's expense. If possible, samples will be returned upon request and at the bidder's expense.
- (2) Samples of selected items may be retained for comparison.

**Bonds:**

- (1) The JPA reserves the right to require the successful bidder to provide a performance bond in an amount determined by the JPA.
- (2) Certification of the performance bond shall be required following bid award and prior to the release of a purchase order.
- (3) Unless specifically required on the Bid Form, bidder's bonds will NOT be required.

**Award:**

- (1) Regardless of amount, unless specifically approved by the JPA Board, award shall be made to the lowest responsive responsible bidder.
- (2) In determining qualified bidders, consideration will be given to quality, delivery, warranty, compatibility with existing equipment, and any other information considered to be in the best interests of the JPA.
- (3) It is unlawful for any person to furnish supplies or services or transact any kind of business in the unincorporated territory of EL Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact Tax Collector's Office, 360 Fair Lane, Placerville, CA 95667, telephone (530) 621-5800, for further information.

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indicated on the bid form.

(12) By submitting a response to this Invitation to Bid, Bidder acknowledges and accepts the JPA's standard terms and conditions.

(13) Any alteration to the Invitation to Bid must be added in addendum form, and must be issued by the JPA.

(14) Protest Procedure: JPA Policy provides the procedure for the protest process. A copy of the policy is available upon request.

**Brands:**

(1) The use of brand and/or manufacturer names in the bid specification is for descriptive purposes only. Unless otherwise specified, products of comparable quality and performance will be considered.

(2) Bidders offering other than the referenced brands are to note their brand name and catalog model number on the bid form.

**Taxes:**

(1) Bidders shall NOT include Federal Excise Taxes. An exemption certificate will be furnished to the successful bidder upon request.

(5) The JPA is an equal opportunity employer (EOE). Minorities, Females and Handicapped are encouraged to participate (M/F/H).

(6) If the bid is on an all or nothing basis, bidder shall so state. The JPA reserves the right to make awards on individual items of a multiple item bid if deemed to be in the best interest of the JPA.

(7) The JPA reserves the right to reject any and all bids, or to waive any informality or non-substantial irregularity in any bid.

(8) The JPA reserves the right to purchase quantities by necessity only regardless of approximate quantities indicated on the bid form. Bidder shall also have the right to refuse sale in reduced quantities; in such instances, the award shall go to the next lowest qualified bidder.

(9) In case of default by vendor, the JPA may procure the articles or service from other source and may recover the loss occasioned thereby from any unpaid balance due the vendor or by proceeding against performance bond of vendor, if any, or by legal process against vendor. The prices paid by JPA shall be considered the prevailing market price at the time such purchase is made.