

**DEPARTMENT OF BOATING AND WATERWAYS**

2000 Evergreen Street, Suite 100  
SACRAMENTO, CA 95815-3888  
(916) 263-1331



March 1, 2010

Sgt. Bernie Morton  
El Dorado County Sheriff's Department  
300 Fair Lane  
Placerville CA 95667

**Contract #: 09-204-816**  
**Fiscal Year: 2009/2010**  
**Amount: \$30,000.00**  
**Item: Misc. Equipment**  
**( 2 PWC's)**

Dear Sgt. Morton:

It is our pleasure to inform you that you have been awarded a grant in the amount of \$ 30,000.00 to purchase miscellaneous equipment.

Enclosed is a complete copy of the Equipment and Operation Contract between the State of California, Department of Boating and Waterways (Department) and the El Dorado County Sheriff's Department. In addition to the contract, several other documents have been enclosed for signature. For your convenience, areas of concern have been tagged and highlighted. Please read and comply with the following instructions.

**Failure to comply as stated herein will result in your contract being disapproved.**

1. **Signature and Return:**

Carefully review the Contract and verify your county information. **Have all four copies signed and returned to this Department. DO NOT TAKE THE CONTRACTS APART.** A copy of the contract will be sent to you after processing.

2. **Minute Order or Resolution:**

We will also need one (1) certified copy of the Minute Order or Resolution of your Board of Supervisors or City Council authorizing the execution of this Contract. **The Minute Order or Resolution must authorize by name and title the signatory of the Contract and must be stamped with a certified county or city seal.**

3. **Contractor Certification Clauses and Recycling Certification:**

Please have the attached Contractor Certification Clauses form CCC298 and Recycling Certification form completed, signed, and returned to this Department along with the Contract and Minute Order or Resolution. **AGAIN, DO NOT TAKE THE CONTRACTS APART.**

4. **Procurement Standards:**

This Contract involves State and/or Federal funds. Please follow the procurement instructions contained in this Contract and exhibits. Please pay special attention to the specific procurement standards regarding advertising **by your department**, adequate purchase descriptions, sealed bids, and public openings. You will be asked to provide, with your written request for reimbursement, **a signed certification that you complied with approved procurement procedures**. Please refer to Articles III and XIII of the Contract.

***Due to Federal procedural changes, you must now attain a fully executed contract, complete your bid process, obtain a secured purchase order and submit for reimbursement by September 30, 2010. NO EXCEPTIONS.***

If you have any questions, please call me directly at (916) 263-8184.

Sincerely,

Corrina Dugger  
Associate Boating Administrator  
Enforcement Unit

Enclosures