



The County of El Dorado

Chief Administrative Office

Laura S. Gill, Chief Administrative Officer

Procurement & Contracts Division

Bonnie H. Rich, Manager of Procurement & Contracts

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To: Rusty Dupray, Chair, District I
Helen Baumann, District II
James R. Sweeney, District III
Ron Briggs, District IV
Norma Santiago, District V

Cc: Laura S. Gill, Chief Administrative Officer
Joe Harn, Auditor-Controller

From: Bonnie H. Rich, Manager of Procurement and Contracts

Re: Second Quarter Procurement Activity Reporting Documents Fiscal Year 07/08

The summary report that details the second quarter of procurement activity for fiscal year 2007/2008 will be scheduled for the February 26, 2008 Board meeting as required by the new purchasing ordinance and procurement policy adopted on September 12, 2006.

The comprehensive report that covers the period of October 1, 2007 through December 31, 2007 is available on the Procurement and Contracts Division's internet web site and is available for public perusal at any time. The reports contain the same basic information on purchase orders and contracts issued that were reported in previous quarters.

If you have any questions or concerns regarding the content or format of the reports prior to the Board meeting, please contact me at extension 5940 or via e-mail at brich@co.el-dorado.ca.us so that I can research any questions and bring additional information to the Board meeting for discussion if necessary.

Thank you.