



EL DORADO COUNTY

DEPARTMENT OF TRANSPORTATION

INTEROFFICE MEMORANDUM

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Date: February 13, 2025

To: Honorable Board of Supervisors

From: Rafael Martinez
Director of Transportation

Subject: Retroactive Amendment I to Agreement 7137 with Five Star Automotive for Automotive Maintenance and Repair Services in South Lake Tahoe

The purpose of this memorandum is to provide an explanation for a retroactive First Amendment to Agreement 7137 with Five Star Automotive.

Agreement 7137 has been in place with Five Star Automotive for automotive maintenance and repair services in South Lake Tahoe since April 21, 2023. In late October 2024, invoices were flagged as not being compliant with the agreement due to the invoice exceeding the original quote and the work order date being after the work commenced. The current process is to obtain a quote for the known repairs required, generate a work order to initiate the work, verbally approve of any changes needed the original quote and process payment of the invoice. Many times, the original quoted work matches the final invoice but on occasion there are additional repairs needed, making the final invoice exceed the original quote and work order.

First Amendment to Agreement 7137 was requested in November 2024, altering work order language, allowing staff to approve additional work and generate a work order that is dated after the work commenced. The retroactive amendment is required to pay approximately 60 outstanding invoices from August 2024 through October 2024, totaling roughly \$13,386.72.

There is no increase to compensation or term.

Please do not hesitate to reach out if you have any questions or require any further information.


Rafael Martínez (Feb 13, 2025 12:56 PST)