



The County of El Dorado

Chief Administrative Office

Gayle Erbe-Hamlin, Chief Administrative Officer

Procurement & Contracts Division

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To: Ron Briggs, Chair, District IV
John Knight, District I
Ray Nutting, District II
James R. Sweeney, District III
Norma Santiago, District V

From: Gayle Erbe-Hamlin, Purchasing Agent

Re: First and Second Quarter Procurement Activity Reporting Documents Fiscal Year 08/09

The summary report that details the first and second quarters of procurement activity for fiscal year 2008/2009 will be scheduled for the March 3, 2009 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 July 1, 2008 through December 31, 2008 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 5530 or via e-mail at gehamlin@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.