

AGENDA ITEM 1 D  
Consent Item

**MEMORANDUM**

**DATE:** June 1, 2017

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Fiscal Administration Manager

**SUBJECT:** Purchase Orders for Insurance Coverage for Fiscal Year 2017/18

**REQUESTED ACTION:**  
**BY MOTION,**

- 1. Approve Purchase Order 23004 issued to the California Transit Indemnity Pool in the amount of \$430,000**
- 2. Approve Purchase Order 23005 issued to the California Transit Indemnity Pool in the amount of \$28,000**
- 3. Approve Purchase Order 23023 issued to the Special District Risk Management Authority in the amount of \$280,465 and**
- 4. Approve Budget transfer of \$34,566 from Contingency Line Item to Liability and Physical Damage Insurance Line Items**

**BACKGROUND**

The El Dorado County Transit Authority (El Dorado Transit) Bylaws and the Joint Exercise of Powers Agreement establishing El Dorado Transit require Board approval for Purchase Orders over \$25,000 and Purchase Requisitions over \$5,000.

March 2, 2017 Board adopted the preliminary operating budget for FY 2017/18

May 4, 2017 Board adopted the final operating budget for FY 2017/18

**DISCUSSION**

The presented purchase orders address El Dorado Transit's liability, physical damage and worker's compensation insurance premiums. The preliminary and final budgets were based on estimates; final premium rates have now been received.

- California Transit Purchase Order No. 23004  
Indemnity Pool – Liability Not To Exceed \$430,000

Increase of \$57,439

- California Transit Indemnity Pool – Physical Damage Purchase Order No. 23005 Not To Exceed \$28,000

Increase of \$9,662

- Special District Risk Management Authority Purchase Order No. 23023 Not To Exceed \$280,465

Decrease of \$32,535

Staff is requesting authorization to transfer \$34,566 from Contingency to the Public Liability and the Physical Damage budget lines. This adjustment will be represented in the Mid-Year Budget Adjustment process.

The Executive Director certifies that these purchases are processed within approved Purchasing Procedures.

### **FISCAL IMPACT**

Purchase Order amounts are within the overall budget in the proposed Final Fiscal Year 2017/18 Operating Budget presented as a part of this agenda packet.

	FY 2017/18 Adopted Final <u>Budget</u>	FY 2017/18 Proposed Mid-Year <u>Budget</u>
5060.01 – Public Liability	<del>\$372,561</del>	<b>\$430,000</b>
5060.02 – Physical Damage	<del>\$18,338</del>	<b>\$28,000</b>
5020.05 – Workers’ Compensation	<del>\$313,000</del>	<b>\$280,465</b>
6270.00 – Contingency	<del>\$381,812</del>	<b>\$347,246</b>

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. 23004**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/17**

ACCOUNT: 1300

CLASS: 125

TO: CalTIP  
 c/o BICKMORE  
 1750 CREEKSIDE OAKS DRIVE STE 200  
 SACRAMENTO, CA 95833

SHIP & INVOICE TO:  
**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Vicky Quintrall

Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		LIABILITY PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/17 THROUGH 06/30/18  COVERAGE PERIOD 05/01/17 THROUGH 04/30/18  COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$1.5M SELF-INSURED RETENTION GEM AT THE \$1.5M EXCESS OF \$1.5M MUNICH RE AT \$7M x \$3M HALLMARK AT \$5M EXCESS OF \$10M AWAC AT \$10M EXCESS \$15M TOTAL LIABILITY LIMIT OF \$25M		\$430,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$430,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>\$430,000.00</b>
<b>PURCHASING AGENT</b>				

**PLEASE NOTE CONDITIONS ON REVERSE SIDE**

"This Purchase Order expressly limits acceptance to the terms and conditions stated herein, set forth on the reverse side and any supplementary or additional terms and conditions annexed hereto or incorporated herein by reference. Any additional or different terms and conditions proposed by seller are objected to and hereby rejected."

**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**  
**(530) 642-5383**

**PURCHASE ORDER NO. 23005**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
 PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/17**

ACCOUNT: 1300

CLASS: 125

TO: CaITIP  
 c/o BICKMORE  
 1750 CREEKSIDE OAKS DRIVE STE 200  
 SACRAMENTO, CA 95833

SHIP & INVOICE TO:  
**EL DORADO COUNTY TRANSIT AUTHORITY**  
**6565 COMMERCE WAY**  
**DIAMOND SPRINGS, CA 95619-9454**

Contact: Vicky Quintrall  
 Vendor Phone No: (916) 244-1104

Fax No: (916) 244-1199

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		VEHICLE PHYSICAL DAMAGE PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/17 THROUGH 06/30/18  COVERAGE PERIOD 05/01/17 THROUGH 04/30/18  COVERAGE LIMITS ARE AS FOLLOWS: CaITIP \$100K SELF-INSURED RETENTION ALTERRA \$19M x \$100K MAXUM INDEMNITY/LLOYD'S/HISCOX \$10M x \$20M		\$28,000.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.			SUBTOTAL	\$28,000.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	<b>\$28,000.00</b>
<b>PURCHASING AGENT</b>				

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**6565 COMMERCE WAY  
DIAMOND SPRINGS, CA 95619-9454  
(530) 642-5383**

**PURCHASE ORDER NO. 23023**

THIS NUMBER MUST APPEAR ON ALL INVOICES,  
PACKING LISTS, PACKAGES, AND BILLS OF LADING.

**DATE: 07/01/17**

ACCOUNT: 1300

CLASS: 125

TO: SPECIAL DISTRICT RISK MANAGEMENT  
AUTHORITY  
1112 "I" STREET, SUITE 300  
SACRAMENTO, CA 95814-2865

SHIP & INVOICE TO:

**EL DORADO COUNTY TRANSIT AUTHORITY  
6565 COMMERCE WAY  
DIAMOND SPRINGS, CA 95619-9454**

Contact: Sherrill Hanley

Vendor Phone No: (800) 537-7790 ext 20

Fax No: (916) 231-4111

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		WORKERS' COMPENSATION INSURANCE PREMIUMS FOR FISCAL YEAR 07/01/17 THROUGH 06/30/18		NOT TO EXCEED: \$280,465.00
I hereby certify that this purchase order is in accordance with procedures in the purchase manual governing of such items for El Dorado County Transit Authority.  <b>PURCHASING AGENT</b>			SUBTOTAL	\$280,465.00
			SHIPPING	
			SALES TAX	
			<b>TOTAL</b>	NTE: \$280,465.00

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing