

AGENDA ITEM 1 I
Consent Item

MEMORANDUM

DATE: February 4, 2021
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Blanket Purchase Order Revisions for Fiscal Year 2020/21

REQUESTED ACTION:
BY MOTION,

**Approve Revised Blanket Purchase Orders above \$25,000 for
Fiscal Year 2020/21**

BACKGROUND

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

At the mid-year point of operations, staff evaluates the financial position of El Dorado Transit including a review of purchase orders needing adjustments for the remaining six (6) months of service. Typically these purchase order adjustments are presented for consideration at the regularly scheduled Board meeting in February of each fiscal year.

DISCUSSION

El Dorado Transit is a member of the California Transit Indemnity Pool (CalTIP) for Public Liability, Vehicle Physical Damage and Employment Practices Liability Insurance (EPLI). Typically, these premiums are paid in a lump sum at the beginning of the program year. Due to COVID-19, management chose to pay the liability portion on a quarterly basis to ensure adequate cash flow. The increase requested is for interest incurred as a result of paying in installments.

Purchase Order B26004 – CalTIP

5060.01	Public Liability Insurance	\$620,000	\$630,000
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El Dorado Transit uses a paperless handheld vehicle inspection system for fleet vehicle pre-trip and post-trip inspections. With the replacement of eleven (11) revenue vehicles additional parts were needed.

Purchase Order B26035 – Zonar Systems, Inc.

5040.00	Paperless Handheld Vehicle	\$ 28,000	\$ 35,000
	Inspection Devices		

FISCAL IMPACT

The increase of these blanket purchase orders are incorporated within the proposed Mid-Year Budget Adjustments included in a separate agenda item.

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

REVISED 02/04/2021

PURCHASE ORDER NO. 26004

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

DATE: 07/01/20

ACCOUNT: 1300

CLASS: 125

TO: CalTIP
 c/o SEDGWICK
 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 07/01/20 THROUGH 06/30/21 COVERAGE PERIOD 05/01/20 THROUGH 04/30/21 TOTAL LIABILITY LIMIT OF \$25M		\$630,000.00
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. PURCHASING AGENT			SUBTOTAL	\$630,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$630,000.00

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

REVISED 02/04/2021

PURCHASE ORDER NO. B26035

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

DATE: 07/01/20

ACCOUNT: 5040 CLASS: 110
 ACCOUNT: 5090.06 CLASS: 125

SHIP & INVOICE TO:

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

TO: ZONAR SYSTEMS INC
 P.O. BOX 841580
 DALLAS, TX 75284-1580

Contact: Michelle Shockes

Vendor Phone No: (206) 878-2459

Fax No: (206) 878-3082

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		ANNUAL MAINTENANCE CONTRACT, REPLACEMENT AND OR ADDITIONAL PARTS AND SERVICES FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21		NOT TO EXCEED: \$35,000.00
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	\$35,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$35,000.00
PURCHASING AGENT				

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