

AGENDA ITEM 1 E
Consent Item

MEMORANDUM

DATE: November 2, 2017
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Approve Purchase Order 23230 issued Special Districts Risk Management Authority

REQUESTED ACTION:
BY MOTION,

Approve Purchase Order 23230 issued Special Districts Risk Management Authority in the amount of \$74,850.85 for fiscal year 2016/17 coverage.

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.

DISCUSSION

El Dorado Transit is a member of the Special Districts Risk Management Authority (SDRMA) insurance pool to provide Workers' Compensation insurance coverage for the agency.

Each year a final premium invoice is issued to members after the reconciliation of payroll to paid premium is completed. Fiscal Year (FY) 2016/17 Premium rates were adversely affected by the Experience Modification Factor (EXMOD) of one-hundred and forty-one percent (141%).

FISCAL IMPACT

These adjustments were incorporated in the FY 2016/17 budget and audit.

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

PURCHASE ORDER NO. 23230

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

DATE: 11/02/17

ACCOUNT: 1300 CLASS: 125
 ACCOUNT: 5020.05 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:

Vendor Phone No: (916) 231-4141

Fax No: (916) 231-4111

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		WORKERS' COMPENSATION ANNUAL PAYROLL RECONCILIATION FINAL INVOICE FISCAL YEAR 2016/2017		\$74,850.85
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	\$74,850.85
			SHIPPING	
			SALES TAX	
			TOTAL	\$74,850.85
PURCHASING AGENT				

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."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing