

AGENDA ITEM 1 J
Consent Item

MEMORANDUM

DATE: February 7, 2019
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Blanket Purchase Order Revisions for Fiscal Year 2018/19

REQUESTED ACTION:

BY MOTION,

**Approve Revised Blanket Purchase Orders above \$25,000 for
Fiscal Year 2018/19**

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 overview of purchase orders 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

Salary & Benefit Accounts

Purchase Order B24019 – CalPERS Public Employees Retirement System

5020.01	Employee Retirement	\$725,000	\$775,000
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The requested increase to the CalPERS Public Employees Retirement System does not require a budget adjustment. CalPERS requires both employee and employer portions of pension to be paid concurrently. Purchase order B24019 is the mechanism that allows for these deductions and payments.

<i>Purchase Order B24002 – CalPERS 457 Deferred Compensation Plan</i>			
2032.00	Deferred Comp / Payroll Deduction	\$169,000	\$184,000

The requested increase to the CalPERS 457 Deferred Compensation Plan has a zero fiscal effect to El Dorado Transit. This is a voluntary plan funded from employee payroll deductions. Purchase order B24002 is the mechanism that allows for these deductions and payments.

Service & Supply Accounts

Service and Supply accounts are utilized to achieve the maximum cost saving by purchasing from a variety of vendors. When vendor blanket purchase orders are increased, purchases for other vendors are reduced so the line item remains within budget.

Purchase Order B24008 – Dawson Oil Company

5040.01	Fuel Purchases		
5040.80	Sales/Fuel Tax	\$650,000	\$720,000

Purchase Order B24010 – GCR Tire Center

5040.02	Tires and Tubes	\$55,000	\$65,000
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Purchase Order B24065 – Gillig LLC.

5040.00	Vehicle Maintenance/Equipment	\$24,000	\$35,000
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Purchase Order B24026 – Steve Stymeist Collision Centers

5040.06	Incident Repairs		
5040.00	Maintenance Vehicle/Equipment	\$50,000	\$65,000

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 02/07/19

PURCHASE ORDER NO. B24019

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

DATE: 07/01/18

ACCOUNT: 5020.01

CLASS: 125

TO: PUBLIC EMPLOYEES RETIREMENT
 SYSTEM
 400 P STREET
 PO BOX 1982
 SACRAMENTO, CA 95809-1982

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No:

Fax No:

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		EMPLOYER PAID RETIREMENT BENEFITS: CLASSIC: EMPLOYEE PORTION 7% EMPLOYER PORTION 10.152% NEW HIRES HIRED AFTER 12/31/12 PEPRA: EMPLOYEE PORTION 6.5% EMPLOYER PORTION 7.266% OF ELIGIBLE GROSS PAYROLL FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19 CalPERS RETIREMENT BENEFITS ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$775,000.00
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	\$775,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$775,000.00

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."

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REVISED 02/07/19

PURCHASE ORDER NO. B24002

THIS NUMBER MUST APPEAR ON ALL INVOICES,
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DATE: 07/01/18

ACCOUNT: 2032

CLASS: 125

TO: CalPERS 457 DEFERRED
 COMPENSATION PLAN
 PO BOX 2647
 LEWISTON, ME 04241-2647

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

Contact: Lisa Crowell

Vendor Phone No: (617) 657-7366

Fax No: (617) 376-4285

PROMISED DELIVERY DATE		TERMS: NET DUE		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		OPTIONAL EMPLOYEE PAID SUPPLEMENTAL INCOME PLAN FOR RETIREMENT FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19 PAYROLL DEDUCTIONS SENT TO CalPERS 457 ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$184,000.00
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	\$184,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$184,000.00

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REVISED 02/07/19

PURCHASE ORDER NO. B24008

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

DATE: 07/01/18

ACCOUNT: 5040.01 CLASS: 110
 ACCOUNT: 5040.80 CLASS: 100
 ACCOUNT: VARIOUS CLASS: VARIOUS

TO: DAWSON OIL COMPANY
 PO BOX 360
 ROCKLIN, CA 95677

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

Contact: Ashley

Vendor Phone No: (530) 642-2681

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		FUEL PURCHASES AND DIESEL EXHAUST FLUID AND ADDITIVES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$720,000.00
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	\$720,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$720,000.00

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(530) 642-5383

REVISED 02/07/19

PURCHASE ORDER NO. B24010

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

DATE: 07/01/18

ACCOUNT: 5040.02

CLASS: 110

TO: GCR TIRE CENTER
 1401 RICHARDS BLVD
 SACRAMENTO, CA 95811

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No: (530) 391-9240

Fax No: (916) 447-0122

PROMISED DELIVERY DATE		TERMS: NET 10th OF THE FOLLOWING MONTH		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		TIRES FOR FLEET VEHICLES ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19 ALL PRICING THROUGH THE STATE OF CALIFORNIA (SEE ATTACHED)		NOT TO EXCEED: \$65,000.00
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	\$65,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$65,000.00

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6565 COMMERCE WAY
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REVISED 02/07/19

PURCHASE ORDER NO. B24065

THIS NUMBER MUST APPEAR ON ALL INVOICES,
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DATE: 07/01/18

ACCOUNT: 5040

CLASS: 110

TO: GILLIG LLC
 PO BOX 45569
 SAN FRANCISCO, CA 94145-0569

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

Contact: Lee Petersen

Vendor Phone No: (510) 785-1500

Fax No: (510) 785-6819

PROMISED DELIVERY DATE	TERMS: NET 30
	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR FLEET VEHICLE MAINTENANCE ON AN AS NEEDED BASIS FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		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. PURCHASING AGENT	SUBTOTAL	\$35,000.00
	SHIPPING	
	SALES TAX	
	TOTAL	NTE: \$35,000.00

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(530) 642-5383

REVISED 02/07/19

PURCHASE ORDER NO. B24026

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

DATE: 07/01/18

ACCOUNT: 5040.06 CLASS: 110
 ACCOUNT: 5040 CLASS: 110

SHIP & INVOICE TO:

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

TO: STEVE STYMEIST COLLISION CNTRS
 3948 HIGHWAY 49
 PLACERVILLE, CA 95667

Contact: Sue Pardi (Office Manager)
 Vendor Phone No: (530) 622-7588

Fax No: (530) 622-0353

PROMISED DELIVERY DATE	TERMS: NET 30
	F.O.B. DESTINATION

QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		COLLISION REPAIR FOR COMMUTER BUSES ONLY FACILITY TO ACCOMMODATE OUR COMMUTER BUSES IN EL DORADO COUNTY FOR FISCAL YEAR 07/01/18 THROUGH 06/30/19		NOT TO EXCEED: \$65,000.00

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	\$65,000.00
	SHIPPING	
	SALES TAX	
	TOTAL	NTE: \$65,000.00

PURCHASING AGENT

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