

AGENDA ITEM 1 F
Consent Item

MEMORANDUM

DATE: June 6, 2019
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Purchase Orders for Insurance Coverage for Fiscal Year 2019/20

REQUESTED ACTION:
BY MOTION,

1. Approve Purchase Order 25004 issued to the California Transit Indemnity Pool in the amount of \$575,000 for Liability
2. Approve Purchase Order 25005 issued to the California Transit Indemnity Pool in the amount of \$25,000 for Physical Damage
3. Approve Purchase Order 25006 issued to the California Transit Indemnity Pool in the amount of \$18,000 for Employment Practices Liability
4. Approve Purchase Order 25024 issued to the Special District Risk Management Authority in the amount of \$225,000

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 7, 2019 Board adopted the Preliminary Operating Budget for FY 2019/20

DISCUSSION

The presented purchase orders address El Dorado Transit's liability, physical damage, employment practices and worker's compensation insurance premiums. The Preliminary Operating Budget was based on estimates; final premium rates have now been received.

- California Transit Indemnity Pool – Liability Purchase Order No. 25004
Not To Exceed \$575,000
- California Transit Indemnity Pool – Physical Damage Purchase Order No. 25005
Not To Exceed \$25,000

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| • California Transit Indemnity Pool – Employment Practices | Purchase Order No. 25006
Not To Exceed \$18,000 |
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| • Special District Risk Management Authority | Purchase Order No. 25024
Not To Exceed \$225,000 |
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The Executive Director certifies that these purchases are processed within approved Purchasing Procedures per the El Dorado Transit Procurement Policies and Procedures Manual:

“Chapter 3; Section 14 Sole Sources Procurements:

- b) *Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:*
 - 5. *The unique nature of the property or service required precludes competitive bidding.*
- c) *The exemption provided by subsection (b) herein shall apply only to the purchase of such items as listed or that have been identified by resolution of the El Dorado Transit Board of Directors:*
 - c. *Insurance”*

Premiums for Employment Practices Liability are below the threshold requiring Board approval however this is typically presented at this time.

FISCAL IMPACT

Purchase Order amounts are within the overall budget in the proposed Final Fiscal Year 2019/20 Operating Budget presented as a part of this agenda packet.

	FY 2019/20 Adopted Preliminary <u>Budget</u>	FY 2019/20 Proposed Final <u>Budget</u>
5060.01 – Public Liability	\$708,000	\$575,000
5060.02 – Physical Damage	\$34,000	\$25,000
5060.04 – EPLI Coverage	\$20,000	\$18,000
5020.05 – Workers’ Compensation	\$320,000	\$225,000

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

PURCHASE ORDER NO. 25004

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

DATE: 07/01/19

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 07/01/19 THROUGH 06/30/20 COVERAGE PERIOD 05/01/19 THROUGH 04/30/20 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$2M SELF-INSURED RETENTION GEM @ \$1M EXCESS OF \$2M MUNICH Re @ \$2M x \$3M EVEREST Re @ \$5M x \$5M HALLMARK @ \$5M EXCESS OF \$10M AWAC @ \$10M EXCESS \$15M TOTAL LIABILITY LIMIT OF \$25M		\$575,000.00
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	\$575,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$575,000.00
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."

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

PURCHASE ORDER NO. 25005

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

DATE: 07/01/19

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
		VEHICLE PHYSICAL DAMAGE PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20 COVERAGE PERIOD 05/01/19 THROUGH 04/30/20 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$100K SELF-INSURED RETENTION EVANSTON \$19.9M x \$100K MAXUM INDEMNITY/LLOYD'S/HISCOX \$10M x \$20M TOTAL LIABILITY LIMIT OF \$30M		\$25,000.00
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	\$25,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$25,000.00
PURCHASING AGENT				

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

PURCHASE ORDER NO. 25006

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

DATE: 07/01/19

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
		EMPLOYMENT PRACTICES LIABILITY INSURANCE ANNUAL RENEWAL FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20 COVERAGE PERIOD 05/01/19 THROUGH 04/30/20		\$18,000.00
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	\$18,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$18,000.00
PURCHASING AGENT				

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

PURCHASE ORDER NO. 25024

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

DATE: 07/01/19

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 07/01/19 THROUGH 06/30/20		\$225,000.00
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	\$225,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$225,000.00
PURCHASING AGENT				

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing