

AGENDA ITEM 1 H
Consent Item

MEMORANDUM

DATE: February 6, 2020
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Blanket Purchase Order Revisions for Fiscal Year 2019/20

REQUESTED ACTION:

BY MOTION,

Approve Revised Blanket Purchase Orders above \$25,000 for Fiscal Year 2019/20

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

Salary & Benefit Accounts

Purchase Order B25020 – CalPERS Public Employees Retirement System

5020.01	Employee Retirement	\$775,000	\$955,000
---------	---------------------	----------------------	-----------

The requested increase to the CalPERS Public Employees Retirement System purchase order does not require a budget adjustment. CalPERS requires both employee and employer portions of pension to be paid concurrently. Purchase order B25020 is the mechanism that allows for these deductions and payments.

Service & Supply Accounts

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

Purchase Order B25032 – Western Truck Parts & Equipment LLC

5040.00	Vehicle Maintenance In-House	\$45,000	\$65,000
---------	------------------------------	---------------------	----------

Purchase Order B25050 – Capital Clutch & Brake

5040.00	Vehicle Maintenance In-House	\$24,000	\$35,000
---------	------------------------------	---------------------	----------

Purchase Order B25105 – CDW-G

5140.01	Equipment Purchase - Data Processing		
5040.05	Equipment Purchase – Office	\$24,000	\$35,000

Purchase Order B25107 – Dell Marketing L.P.

5140.01	Equipment Purchase - Data Processing		
5040.05	Equipment Purchase – Office	\$24,000	\$30,000

Purchase Order B25213 – RTS IT Inc.

9910.29	IT Projects and Upgrades	\$24,000	\$30,000
---------	--------------------------	---------------------	----------

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 02/06/20

PURCHASE ORDER NO. B25020

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

DATE: 07/01/19

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 10.868% NEW HIRES HIRED AFTER 12/31/12 PEPRA: EMPLOYEE PORTION 6.5% EMPLOYER PORTION 7.072% OF ELIGIBLE GROSS PAYROLL FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20 CalPERS RETIREMENT BENEFITS ARE PAID THROUGH AN ELECTRONIC FUNDS TRANSFER TRANSACTION		NOT TO EXCEED: \$955,000.00
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	\$955,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$955,000.00
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

REVISED 02/06/20

PURCHASE ORDER NO. B25032

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

DATE: 07/01/19

ACCOUNT: 5040

CLASS: 110

TO: WESTERN TRUCK PARTS & EQUIP LLC
 825 STILLWATER ROAD
 WEST SACRAMENTO, CA 95605

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

Contact: John Blazevic

Vendor Phone No: (916) 441-6151

Fax No: (916) 444-9932

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 07/01/19 THROUGH 06/30/20		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

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 02/06/20

PURCHASE ORDER NO. B25050

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

DATE: 07/01/19

ACCOUNT: 5040

CLASS: 110

TO: CAPITOL CLUTCH & BRAKE
 3100 DULUTH STREET
 WEST SACRAMENTO, CA 95691

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

Contact:

Vendor Phone No: (916) 371-5970

Fax No: (916) 371-6853

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 07/01/19 THROUGH 06/30/20		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

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

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

REVISED 02/06/20

PURCHASE ORDER NO. B25105

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

DATE: 07/01/19

ACCOUNT: 5140.01 CLASS: 125
 ACCOUNT: 5140.05 CLASS: 125

SHIP & INVOICE TO:

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

TO: CDW-G
 75 REMITTANCE DR. SUITE 1515
 CHICAGO, IL 60675-1515

Contact: Andi Schroll

Vendor Phone No: (866) 243-2237

Fax No: (847) 371-2165

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR COMPUTER NETWORK AND ANY OTHER MISCELLANEOUS COMPUTER PARTS AS NEEDED FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20		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				

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 02/06/20

PURCHASE ORDER NO. B25107

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

DATE: 07/01/19

ACCOUNT: 5140.01 CLASS: 125
 ACCOUNT: 5140.05 CLASS: 125

SHIP & INVOICE TO:

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

TO: DELL MARKETING L.P.
 C/O DELL USA L.P.
 P.O. BOX 910916
 PASADENA, CA 91110-0916

Contact: Zach Salin
 Vendor Phone No: (512) 725-1280

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PARTS AND SUPPLIES FOR COMPUTER NETWORK AND ANY OTHER MISCELLANEOUS COMPUTER PARTS AS NEEDED FOR FISCAL YEAR 07/01/19 THROUGH 06/30/20 CUSTOMER #530007684345		NOT TO EXCEED: \$30,000.00
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	\$30,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$30,000.00

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 02/06/20

PURCHASE ORDER NO. B25213

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

DATE: 08/02/19

ACCOUNT: 9910.29 CLASS: 125
 ACCOUNT: VARIOUS CLASS: VARIOUS

SHIP & INVOICE TO:

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

TO: RTS IT INC
 1037 SUNCAST LANE SUITE 102
 EL DORADO HILLS, CA 95762

Contact: Tony Snider

Vendor Phone No: (530) 676-2020

Fax No:

PROMISED DELIVERY DATE		TERMS: NET 30		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		WORK DONE IN REFERENCE TO PROJECT #19-01 IT UPGRADE AND REPLACEMENT 5 YEAR PLAN FOR FISCAL PERIOD 08/02/19 THROUGH 06/30/20 SEE ATTACHED 5 YEAR PROJECTED IT UPGRADE AND REPLACEMENT PLAN 2018-2022		NOT TO EXCEED: \$30,000.00
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	\$30,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$30,000.00

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."