

AGENDA ITEM 1 E  
Consent Item

**MEMORANDUM**

**DATE:** June 4, 2020

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Purchase Orders for Insurance Coverage for Fiscal Year 2020/21

**REQUESTED ACTION:**  
**BY MOTION,**

1. Approve Purchase Order 26004 issued to the California Transit Indemnity Pool in the amount of \$620,000 for Liability Insurance
2. Approve Purchase Order 26005 issued to the California Transit Indemnity Pool in the amount of \$25,000 for Physical Damage Insurance
3. Approve Purchase Order 26006 issued to the California Transit Indemnity Pool in the amount of \$18,000 for Employment Practices Liability Insurance
4. Approve Purchase Order 26026 issued to the Special District Risk Management Authority in the amount of \$388,492.73 for Workers' Compensation Insurance

**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 5, 2020 Board reviewed the Preliminary Operating Budget for FY 2020/21 and formed an ad hoc committee for budget review

April 2, 2020 Board adopted the Preliminary Operating Budget for FY 2020/21

**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 have not been received therefore the budget and purchase orders may be revised for the final budget anticipated for adoption at the July 9, 2020 Board meeting.

- California Transit Indemnity Pool – Liability Purchase Order No. 26004 in the amount of \$620,000
- California Transit Indemnity Pool – Physical Damage Purchase Order No. 26005 in the amount of \$25,000
- California Transit Indemnity Pool – Employment Practices Purchase Order No. 26006 in the amount of \$18,000
- Special District Risk Management Authority Purchase Order No. 26026 in the amount of \$388,492.73

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 2020/21 Operating Budget presented as a part of this agenda packet.

	FY 2020/21 Adopted Preliminary <u>Budget</u>	FY 2020/21 Proposed Final <u>Budget</u>
5060.01 – Public Liability	\$588,000	<b>\$620,000</b>
5060.02 – Physical Damage	\$25,000	\$25,000

5060.04 – EPLI Coverage	\$18,000	\$18,000
5020.05 – Workers’ Compensation	<del>\$354,000</del>	<b>\$388,492.73</b>

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

**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		\$620,000.00
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.			<b>SUBTOTAL</b>	\$620,000.00
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	\$620,000.00
<b>PURCHASING AGENT</b>				

**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. 26005**

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
		VEHICLE PHYSICAL DAMAGE PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21  COVERAGE PERIOD 05/01/20 THROUGH 04/30/21		\$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	
			<b>TOTAL</b>	<b>\$25,000.00</b>
<b>PURCHASING AGENT</b>				

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

**PURCHASE ORDER NO. 26006**

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
		EMPLOYMENT PRACTICES LIABILITY INSURANCE ANNUAL RENEWAL FOR FISCAL YEAR 07/01/20 THROUGH 06/30/21  COVERAGE PERIOD 05/01/20 THROUGH 04/30/21		\$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	
			<b>TOTAL</b>	<b>\$18,000.00</b>
<b>PURCHASING AGENT</b>				

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

**PURCHASE ORDER NO. 26026**

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

**DATE: 07/01/20**

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: Jennifer Chilton

Email: [jchilton@sdrma.org](mailto:jchilton@sdrma.org)

Vendor Phone No: (800) 537-7790

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 07/01/20 THROUGH 06/30/21		\$388,492.73
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.			<b>SUBTOTAL</b>	\$388,492.73
			<b>SHIPPING</b>	
			<b>SALES TAX</b>	
			<b>TOTAL</b>	\$388,492.73
<b>PURCHASING AGENT</b>				

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