

AGENDA ITEM 1 D
Consent Item

MEMORANDUM

DATE: June 3, 2021
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Finance Manager
SUBJECT: Purchase Orders for Insurance Coverage for Fiscal Year 2021/22

REQUESTED ACTION:
BY MOTION,

1. Approve Purchase Order 27003 issued to the California Transit Indemnity Pool in the amount of \$394,000 for Liability Insurance
2. Approve Purchase Order 27004 issued to the California Transit Indemnity Pool in the amount of \$27,000 for Physical Damage Insurance
3. Approve Purchase Order 27005 issued to the California Transit Indemnity Pool in the amount of \$22,000 for Employment Practices Liability Insurance
4. Approve Purchase Order 27023 issued to the Special District Risk Management Authority in the amount of \$350,000 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 4, 2021 Board reviewed the Preliminary Operating Budget for FY 2021/22 and formed an ad hoc committee for budget review
April 1, 2021 Board adopted the Preliminary Operating Budget for FY 2021/22

DISCUSSION

The presented purchase orders address El Dorado Transit's liability, physical damage, employment practices and worker's compensation insurance premiums.

- California Transit Indemnity Pool – Liability Purchase Order No. 27003 in the amount of \$394,000
- California Transit Indemnity Pool – Physical Damage Purchase Order No. 27004 in the amount of \$27,000

- California Transit Indemnity Pool – Employment Practices Purchase Order No. 27005 in the amount of \$22,000
- Special District Risk Management Authority Purchase Order No. 27023 in the amount of \$350,000

The Executive Director certifies that these purchases are processed within approved procedures for sole source procurements per the following applicable section of 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 Insurance are below the threshold requiring Board approval; however, this is typically presented at this time.

FISCAL IMPACT

Final rate quotes for the upcoming fiscal year’s insurance premiums are not typically available until after the Preliminary Budget is adopted. Staff received the final premium rate quotes in May; therefore, the budget line items and attached purchase orders have been revised for final approval.

Purchase Order amounts are within the overall proposed Final Fiscal Year 2021/22 Operating Budget presented as a part of this agenda packet.

	FY 2021/22 Adopted Preliminary <u>Budget</u>	FY 2021/22 Proposed Final <u>Budget</u>
5060.01 – Public Liability	\$651,000	\$394,000
5060.02 – Physical Damage	\$26,250	\$27,000
5060.04 – EPLI Coverage	\$21,000	\$22,000
5020.05 – Workers’ Compensation	\$420,000	\$350,000

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

PURCHASE ORDER NO. 27003

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

DATE: 07/01/21

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 07/01/21 THROUGH 06/30/22 COVERAGE PERIOD 05/01/21 THROUGH 04/30/22 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$1M SELF-INSURED RETENTION GEM AT \$1M XS OF \$2M MUNICH RE AT \$2M XS OF \$3M EVEREST AT \$5MXS OF \$5M HALLMARK AT \$5M XS OF \$10M AWAC AT \$10M XS OF \$15M TOTAL LIABILITY LIMIT OF \$25M		\$394,000.00
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	\$394,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$394,000.00
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. 27004

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

DATE: 07/01/21

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 07/01/21 THROUGH 06/30/22 COVERAGE PERIOD 05/01/21 THROUGH 04/30/22 COVERAGE LIMITS ARE AS FOLLOWS: CalTIP \$100K SELF-INSURED RETENTION EVANSTON/MARKEL \$14.9M XS \$100K ONE BEACON \$5M XS \$15M		\$27,000.00
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	\$27,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$27,000.00
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. 27005

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

DATE: 07/01/21

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 07/01/21 THROUGH 06/30/22 COVERAGE PERIOD 05/01/21 THROUGH 04/30/22		\$22,000.00
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	\$22,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$22,000.00
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. 27023

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

DATE: 07/01/21

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

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 07/01/21 THROUGH 06/30/22		\$350,000.00
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	\$350,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	\$350,000.00
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."

Circle Distributing: Vendor - Accounting - Requestor - Purchasing