

AGENDA ITEM 5 C  
Consent Calendar Item

**MEMORANDUM**

**DATE:** May 3, 2007

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Fiscal Administration Manager

**SUBJECT:** Purchase Order Revisions for EDC Risk Management and William M. Wright for Fiscal Year 2006/2007

**REQUESTED ACTION:**

**BY MOTION,**

- 1) Approve Revised Purchase Order B12079 issued to EDC Risk Management in the amount of \$290,000. for fiscal year 2006/2007
- 2) Approve Revised Purchase Order B12134 issued to William M. Wright in the amount of \$20,000. for fiscal year 2006/2007

**BACKGROUND**

El Dorado County Transit Authority (EDCTA) Purchasing Procedures and the Joint Powers Agreement establishing EDCTA require Board Approval for Purchase Orders over \$10,000 and Purchase Requisitions over \$5,000. The Transit Director certifies that these purchases are processed within approved Purchasing Procedures.

EDCTA unrepresented employees moved coverage from El Dorado County to CalPERS Health in January 07. This transition had been expected to be completed at an earlier time therefore, an increase of \$20,000. is requested in order to cover the remainder of fiscal year 2006/2007 premium costs.

William M. Wright is legal council for EDCTA. Estimating the agency needs for an entire fiscal year can be problematic as unforeseen issues arise. An increase of \$5,000. is requested in order to cover the remainder of fiscal year 2006/2007 costs.

The revisions outlined below, are within the approved Fiscal Year 2006/2007 Mid-Year Budget and do not require budget transfers.

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

**REVISED: 05/03/07**

**PURCHASE ORDER NO. B12079**

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

**DATE: 7/01/06**

ACCOUNT: 5020.02

TO: EL DORADO COUNTY  
RISK MANAGEMENT  
330 FAIRLANE  
PLACERVILLE, CA 95667

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

Contact: DAVE CHANEY

Vendor Phone No: (530) 621-5568

FAX No:

| PROMISED DELIVERY DATE  |      | TERMS  |                  |                                |
|---|------|--|------------------|--------------------------------|
|   |      | F.O.B. DESTINATION   |                  |                                |
| QTY   | UNIT | DESCRIPTION  | UNIT PRICE       | EXTENDED TOTAL                 |
|   |      | EL DORADO COUNTY PROVIDED HEALTH INSURANCE PLAN TO INCLUDE: MEDICAL, DENTAL, CHIROPRACTIC, AND VISION COVERAGE FOR FISCAL YEAR 07/01/06 THROUGH 06/30/07 |                  | NOT TO EXCEED:<br>\$290,000.00 |
| 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>  | \$290,000.00                   |
|   |      |  | <b>SHIPPING</b>  |                                |
|   |      |  | <b>SALES TAX</b> |                                |
| <b>PURCHASING AGENT</b>   |      |  | <b>TOTAL</b>     | NTE<br>\$290,000.00            |

"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: 05/03/07**

**PURCHASE ORDER NO. B12134**

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

**DATE: 7/01/06**

ACCOUNT: 5030

TO: WILLIAM M. WRIGHT  
 2828 EASY STREET  
 PLACERVILLE, CA 95667

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

Contact: BILL WRIGHT

Vendor Phone No: (530) 622-2278

FAX No: (530) 622-9614

| PROMISED DELIVERY DATE  |      | TERMS  |              |                               |
|---|------|--|--------------|-------------------------------|
|   |      | F.O.B. DESTINATION   |              |                               |
| QTY   | UNIT | DESCRIPTION  | UNIT PRICE   | EXTENDED TOTAL                |
|   |      | PROFESSIONAL LEGAL SERVICES FOR<br>FISCAL YEAR 07/01/06 THROUGH 06/30/07 |              | NOT TO EXCEED:<br>\$20,000.00 |
| 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     | \$20,000.00                   |
|   |      |  | SHIPPING     |                               |
|   |      |  | SALES TAX    |                               |
|   |      |  | <b>TOTAL</b> | NTE<br>\$20,000.00            |
| <b>PURCHASING AGENT</b>   |      |  |              |                               |

"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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**Service and Supplies Accounts**

|   |                  |                        |             |
|---|------------------|------------------------|-------------|
| Purchase Order # B12079 - EDC Risk Management |                  |                        |             |
| 5020.02                                       | Health Insurance | <del>\$ 270,000.</del> | \$ 290,000. |
| Purchase Order # B12134 - William M. Wright   |                  |                        |             |
| 5030.00                                       | Health Insurance | <del>\$ 15,000.</del>  | \$ 20,000.  |