

AGENDA ITEM 6 E
Consent Calendar

MEMORANDUM

DATE: June 5, 2008
TO: El Dorado County Transit Authority
FROM: Julie Petersen, Fiscal Administration Manager
SUBJECT: Purchase Order Revisions for Fiscal Year 2007/2008

REQUESTED ACTION:

BY MOTION, Approval of Revised Blanket Purchase Orders for Fiscal Year 2007/2008;

- B13144 issued to Dawson Oil Company in the amount of \$675,000.
- B13024 issued to CalPERS Health Benefit Services Division in the amount of \$236,000.
- B13015 issued to El Dorado County Risk Management in the amount of \$183,000.

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. The Executive Director certifies that these purchases have been processed within approved Purchasing Procedures.

Service and Supplies Accounts

Purchase Order # B13144 – Dawson Oil Company		
5040.01, .80 Fuel Purchases/Sales Tax	\$575,000.	\$675,000.

The El Dorado Transit fleet consumes approximately 9,876 gallons of unleaded gasoline and 8,534 gallons of green low sulfur diesel per month. El Dorado Transit is authorized to buy fuel daily from three (3) vendors. These vendors provide a pricing structure to El Dorado Transit for a set amount above their cost.

At this time, El Dorado Transit is requesting a transfer of \$100,000 from the contingency account into the Fuel Purchase and Fuel Sales Tax accounts.

<u>FISCAL IMPACT:</u>	<u>Approved</u>	<u>Revised</u>
5040.01 - Fuel Purchase	\$ 578,000.	\$ 672,000.
5040.80 - Sales Tax / Fuel	\$ 42,000.	\$ 48,000.
6270.00 - Contingency	\$ 130,210.	\$ 30,210.

Salary & Benefits Accounts

Purchase Order # B13024 - CalPERS Health Benefits Division			
5020.02	Health Insurances	\$235,000.	\$236,000.
Purchase Order # B13015 - EDC Risk Management			
5020.02	Health Insurances	\$168,000.	\$183,000.

The revision outlined above, is within the approved Fiscal Year 2007/2008 Budget and does not require a budget transfer.

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

REVISED 06/05/08

PURCHASE ORDER NO. B13144

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

DATE: 07/09/07

ACCOUNT: 5040.01 CLASS: 110
 5040.80 CLASS: 100

TO: DAWSON OIL COMPANY
PO BOX 360
ROCKLIN, CA 95619

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

Contact:

Vendor Phone No: 530-642-2681

FAX No:

PROMISED DELIVERY DATE		TERMS	NET 10	
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	EXTENDED TOTAL	
		FUEL PURCHASES FOR TRANSIT FLEET VEHICLES FOR FISCAL YEAR 07/01/07 THROUGH 06/30/08	NOT TO EXCEED: \$675,000.00	
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	\$675,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$675,000.00
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

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

REVISED 06/05/08

PURCHASE ORDER NO. B13024

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

DATE: 07/01/07

ACCOUNT: 5020.02

CLASS: 125

TO: HEALTH BENEFIT SERVICE DIVISION
CALIFORNIA PUBLIC EMPLOYEES
RETIREMENT SYSTEM
PO BOX 4032
SACRAMENTO, CA 95812-4032

SHIP & INVOICE TO:

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

Contact: ROBERT SHARP

Vendor Phone No: (888) 225-7377

FAX No: (916) 795-7901

PROMISED DELIVERY DATE		TERMS		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p align="center">EDCTA SPONSORED HEALTH INSURANCE COVERAGE FOR UNREPRESENTED AND MANAGEMENT EMPLOYEES FOR FISCAL YEAR 07/01/07 THROUGH 06/30/08</p> <p align="center">NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACTUAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$236,000.00
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	\$236,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$236,000.00
PURCHASING AGENT				

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Circle Distributing: Vendor - Accounting - Requestor - Purchasing

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

REVISED 06/05/08

PURCHASE ORDER NO. B13015

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

DATE: 07/01/07

ACCOUNT: 5020.02 CLASS: 125

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:

Vendor Phone No: (530) 621-5568

FAX No:

PROMISED DELIVERY DATE		TERMS		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		<p align="center">EL DORADO COUNTY PROVIDED HEALTH INSURANCE PLAN TO INCLUDE; MEDICAL, DENTAL, CHIROPRACTIC, AND VISION COVERAGE FOR FISCAL YEAR 07/01/07 THROUGH 06/30/08</p> <p align="center">NOTE: PURCHASE ORDER REFLECTS TOTAL PREMIUM CHARGED. EDCTA ACUTAL COST IS REDUCED BY PAYROLL DEDUCTION OF EMPLOYEE PORTION.</p>		NOT TO EXCEED: \$183,000.00
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	\$183,000.00
			SHIPPING	
			SALES TAX	
			TOTAL	NTE: \$183,000.00
PURCHASING AGENT				

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