

AGENDA ITEM 5 A
(Consent Calendar Item)

MEMORANDUM

DATE: August 2, 2006

TO: El Dorado County Transit Authority

FROM: Julie Petersen, Fiscal Administration Manager

SUBJECT: Vehicle Physical Damage Program provided through the California Transit Insurance Pool (CalTIP)

REQUESTED ACTION:

BY MOTION, Approve Purchase Order Number 12175 issued to CalTIP in the amount of \$8,589. for the balance due on Fiscal Year 2006/2007 Vehicle Physical Damage Program

BACKGROUND

On June 6, 2006 the El Dorado County Transit Authority (EDCTA) Board approved purchase order number 12138 in the amount of \$8,000. for EDCTA's Vehicle Physical Damage Program issued to CalTIP. This amount was based on renewal information from CalTIP on March 16, 2006.

EDCTA was invoiced for \$16,589. an amount \$8,589. over the original renewal. Staff contacted CalTIP for clarification on the increased amount. It has been determined that the renewal did not include the recent acquisition of ten (10) new commuter buses.

Contingency funds will not need to be utilized at this time due to a reduction in premium cost from the CalTIP Liability Program. Staff is requesting an adjustment between these two programs.

Fiscal Impact

		Approved Budget	Adjustment
5060.01	Public Liability	\$186,000.	\$177,411.
5020.02	Physical Damage	<u>\$ 8,000.</u>	<u>\$ 16,589.</u>
	Account Balances	\$194,000.	\$194,000.

EL DORADO COUNTY TRANSIT AUTHORITY

6565 COMMERCE WAY
DIAMOND SPRINGS, CA 95619-9454
(530) 642-5383

PURCHASE ORDER NO. 12175

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

DATE: 08/02/06

TO:

┌ CalTIP
1414 "K" STREET
SUITE 320
└ SACRAMENTO, CA 95814

┌ ACCOUNT: 1300

SHIP & INVOICE TO:

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

Contact:

Vendor Phone No.: 916-446-4656

FAX No.: 916-446-4318

PROMISED DELIVERY DATE		TERMS:		
		F.O.B. DESTINATION		
QTY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED TOTAL
		PHYSICAL DAMAGE PROGRAM ANNUAL RENEWAL FOR FISCAL YEAR 07/01/06 THROUGH 06/30/07 ORIGINAL PURCHASE ORDER FOR \$8,000.00 WAS BASED ON THE CalTIP BOARD AGENDA ITEM PRESENTED MARCH 16, 2006. TOTAL ACTUAL COST \$16,589.00		\$ 8,589.00
I hereby certify that this purchase order is in accordance			SUBTOTAL	\$ 8,589.00
with procedures in the purchase manual governing of such			DISCOUNT	
items for El Dorado County Transit Authority.			SALES TAX	
PURCHASING AGENT			TOTAL	\$ 8,589.00

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