

# VENTURA REGIONAL SANITATION DISTRICT

1001 PARTRIDGE DRIVE, SUITE 150 • VENTURA, CA 93003-0704



June 22, 2010

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

## **VRSD CONTRACT NO. 09-045 – LOCKHART STAFFING, INC. CONTRACT LABOR SERVICES**

The Ventura Regional Sanitation District's (VRSD) Toland Road Landfill has a continuing need for litter clean-up and other site (janitorial type) clean-up duties on a routine basis. The District has been utilizing services of this nature since the Toland Landfill site opened in 1996. The site duties include, but are not limited to, the following general functions: e.g., wash vehicles, signs, benches and buildings, pick up trash, general site litter clean-up, weather/emergency clean-up response, etc. The contracting firm provides one (1) supervisor and four (4) laborers and the necessary transportation to bring the crew onto the Toland Landfill site.

In December 2009, staff brought forward an interim contract to align the contract with the fiscal year cycle. The December 2009 contract was awarded through an informal bidding process in the amount of \$60,000 and ran through the end of the FY 2010 fiscal year ending in June 2010. In awarding this contract fifteen (15) firms were noticed of this proposal of which eight attended the required site visit. Five firms submitted proposals with the winning bid going to Lockhart Staffing, Inc. of Ventura.

Staff prepared a formal bid package for the upcoming fiscal year 2010-11 labor services at Toland Landfill. Three firms submitted bids; however, all three bids had inconsistencies thus disqualifying all bids submitted for this contract. This will require staff to prepare a second bid package to seek the necessary labor services at Toland Landfill. Staff does not want to rush this process and wants to make certain that all vendors submitting proposals understand the public bidding process and submit correctly. Staff anticipates this process will take between three to four weeks to complete. Since the Board is dark in August this means that the process will not be back before the Board until the first meeting in September.

In an effort to continue to maintain the Toland Landfill in a manner consistent with our permitting requirements and standards, staff is recommending an extension of the existing contract with Lockhart Staffing, Inc. until the re-bidding process is completed. Staff is recommending extending this contract through October 2, 2010, and adjusting the dollar amount by \$30,000 for a total contract value of \$90,000. There is no budget impact since these services were already factored into the District's budget.

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Ventura County • **CITIES:** Camarillo • Fillmore • Ojai • Oxnard • Port Hueneme • San Buenaventura • Santa Paula • Thousand Oaks

**SPECIAL DISTRICTS:** Camarillo Sanitary • Camrosa Water • Channel Islands Beach Community Services • Montalvo Municipal Improvement •

Ojai Valley Sanitary • Saticoy Sanitary • Triunfo Sanitation • Ventura County Waterworks Nos. 1 and 16

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RECOMMENDATION

It is recommended the Board authorize the Chair to sign Amendment No. 2 to VRSD Contract No. 09-045, with Lockhart Staffing, Inc., for Contract Labor Services at the Toland Landfill to extend the contract expiration to October 2, 2010, and for an additional \$30,000 to a revised total contract amount of \$90,000.

MARK LAWLER, GENERAL MANAGER  
Enc.

REVIEWED AND APPROVED

  
Sally Coleman – Director of Operations

APPROVED FOR JULY 15, 2010 AGENDA

  
Mark Lawler – General Manager

**CONTRACT NO. 9-045-2**

**AMENDMENT NO. 2 TO CONTRACT NO. 9-045  
AGREEMENT FOR SERVICES  
BETWEEN  
VENTURA REGIONAL SANITATION DISTRICT  
AND  
LOCKHART STAFFING, INC.**

**THIS AGREEMENT** is made and entered into on this 1st day of July 2010 by and between the VENTURA REGIONAL SANITATION DISTRICT, a public CONTRACTOR formed pursuant to California Health & Safety Code Section 4700 et seq., hereinafter "DISTRICT", and LOCKHART STAFFING, INC., a California corporation, hereinafter "CONTRACTOR".

**RECITALS**

A. On the 17<sup>th</sup> day of December 2009, a certain contract, hereinafter referred to as Contract No. 09-045, was executed between DISTRICT and CONTRACTOR for contract labor services.

B. On the 24<sup>th</sup> day of April 2010, a certain contract, hereinafter referred to as Contract No. 09-045-1, was executed between DISTRICT and CONTRACTOR for contract labor services.

C. DISTRICT and CONTRACTOR have agreed additional time and compensation is necessary and can be accomplished by amending Contract No. 09-045 accordingly.

**AMENDMENT**

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements set forth, it is agreed the aforesaid Contract No. 09-045, a copy of which is attached as Exhibit "I" and incorporated herein by reference, shall remain in full force and effect, except as otherwise hereinafter provided.

The parties agree the following language shall replace the original provisions of Article 1: Term

"A. Unless otherwise earlier terminated, this Agreement shall continue in force until the services specified herein have been fully performed. Upon execution of this Agreement by both parties, CONSULTANT shall diligently pursue work to assure completion on a timely basis. Unless otherwise extended in writing by both parties, this contract shall automatically terminate on October 2, 2010."

The parties agree the following language shall replace the original provisions of Article 7: Payment to Contractor

"B. Total fees to be paid by DISTRICT to CONSULTANT for CONSULTANT's services described herein shall not exceed \$90,000.00 without written amendment hereto."

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

APPROVED AS TO FORM: ARNOLD, BLEUEL  
LaROCHELLE, MATHEWS, & ZIRBEL, LLP

VENTURA REGIONAL SANITATION DISTRICT

By \_\_\_\_\_  
MARK A. ZIRBEL  
Legal Counsel for DISTRICT

By \_\_\_\_\_  
CHARLOTTE CRAVEN, Chairman  
Board of Directors

ATTEST:

LOCKHART STAFFING

By \_\_\_\_\_  
JOSIE GUZMAN, Clerk of the Board

By \_\_\_\_\_  
DENNIS MCMURRAY, Vice President

**INTERNAL USE ONLY**

Principal Analyst                     

Finance Manager Lin Phillips 6/24/10

Director of Finance YD 6/24

Fiscal Technician