



July 20, 2017

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

**APPROVAL OF A PURCHASE ORDER WITH SANTA PAULA MATERIALS, INC. FOR SUPPLY OF ROCK AND SAND TO BE USED IN OPERATIONS AT THE TOLAND ROAD LANDFILL**

**RECOMMENDATION**

Approve issuance of VRSD Purchase Order No. 2322 with Santa Paula Materials, Inc. for supply of rock and sand to be used in operations at Toland Road Landfill in an amount not to exceed \$153,305.

**FISCAL IMPACT**

This proposed expenditure is included in the FY2018 VRSD budget under accounts 25-401-52176-400300 (\$125,000) and 25-401-52185-400300 (\$28,305).

**BACKGROUND/ANALYSIS**

The District has procured rock and sand for use in road grading, wet weather pad preparation, and liner cover since inception of operations at the Toland Road Landfill. Santa Paula Materials, Inc., located off Highway 126, has been providing this material to the site since 2012. In an effort to review pricing in this market, a public bid notice requesting quotes for different specifications of rock and sand was advertised in June 2017 in accordance with Section 300 of VRSD Board Resolution No. 89-13. Staff reached out to local rock suppliers, as well. A total of two bids were submitted by June 30, 2017.

The two rock and sand supply bidders and their bid amounts are listed below:

- |                                |              |
|--------------------------------|--------------|
| 1. Santa Paula Materials, Inc. | \$153,305.00 |
| 2. Western Materials           | \$249,628.00 |

In reviewing these bid submittals, staff determined that Santa Paula Materials, Inc. provided the lowest responsive bid and therefore makes the above recommendation to the Board.


This letter and the associated purchase order have been reviewed by VRSD legal counsel as to form.

If you should have any questions or need additional information, please contact me at (805) 658-4679 or via email at mattbaumgardner@vrsd.com.

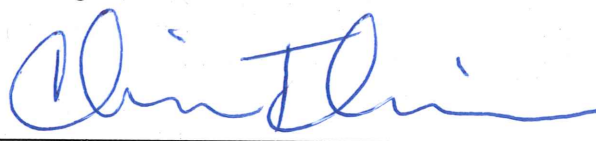
*FOR* 

MATT BAUMGARDNER, INTERIM DIRECTOR OF OPERATIONS

APPROVED FOR FUNDS AVAILABLE:

  
Vickie Dragan, Director of Finance

APPROVED FOR JULY 20, 2017 AGENDA:

  
Chris Theisen - General Manager

Attachment: VRSD Purchase Order No. 2322



VENTURA REGIONAL SANITATION DISTRICT  
 1001 Partridge Drive #150  
 Ventura CA 93003-0704  
 (805) 658-4669 [accountspayable@vrsd.com](mailto:accountspayable@vrsd.com)

To ensure prompt payment, all invoices MUST be mailed to the above address,  
 ATTN: Accounts Payable

Purchase Order No.	PO0002322
Issue Date	7/1/2017
Revision Number	1

Requested by: Blanket

# PURCHASE ORDER

Issued To: (805) 525-6858 Ext. 0000

SANTA PAULA MATERIALS INC.  
 1224 EAST SANTA CLARA STREET  
 SANTA PAULA CA 93060

Vendor #: SANT010

Ship To:

TOLAND

Contract Number:

^ Changed Since the Previous Revision

Page: 1

Shipping Method		Payment Terms		FOB	For More Information Contact:			Contact Phone #
				None	Blanket			Blanket PO
L/N	Item Number	Description	Job Number	Cost Code	Ordered	U/M	Unit Price	Ext. Price
				Req. Date	SITE ID	PROJ #	COST.CAT	
2	52176	400300 Rock and Sand as Requested						\$125,000.00
				7/1/2017	TOLAND			
25-401-	52176	Rock						
3	52185	400300 Operating Supplies						\$28,305.00
				6/29/2017	TOLAND			
25-401-	52185	Operating Supplies						
Deliver To:		Toland Landfill Site 3500 Toland Road Santa Paula CA 93060 USA						

BOARD APPROVAL REQUIRED

**For prompt payment please E-mail all invoices to:**  
[accountspayable@vrsd.com](mailto:accountspayable@vrsd.com)

**Mailed invoices are also accepted at:**  
 1001 Partridge Drive, Suite 150  
 Ventura, CA 93003

DO NOT send invoices via email and U.S. Postal Service  
 Duplicate invoices can result in delayed payments

PLEASE CONTACT  
[accountspayable@vrsd.com](mailto:accountspayable@vrsd.com)  
 TO SET UP ELECTRONIC PAYMENTS

PO EXPIRES ON 6/30/18

Subtotal	\$153,305.00
Shipping/Handling	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00
Order Total	\$153,305.00

**VICKIE DRAGAN**  
 \_\_\_\_\_  
 Purchasing Agent  
 \_\_\_\_\_  
 Date Authorized Signature

Purchase order number must appear on all invoices.

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