



May 17, 2018

Board of Directors
Ventura Regional Sanitation District
Ventura, California

APPROVE, AND AUTHORIZE THE PURCHASING AGENT TO SIGN, AN AMENDMENT TO VRSD PURCHASE ORDER NO. 2320 WITH SAM HILL & SONS, INC. FOR A \$70,000 INCREASE IN TOTAL COMPENSATION FOR EMERGENCY REPAIR AND MAINTENANCE SERVICES

RECOMMENDATIONS

Approve issuance of an amendment to VRSD Purchase Order No. 2320 to Sam Hill & Sons, Inc., in order to increase the amount by \$70,000 for a revised total amount not to exceed \$170,000 for emergency repair and maintenance services.

FISCAL IMPACT

Funds required for this amendment are recovered as a pass-through to Water/Wastewater customers requiring emergency repair services.

BACKGROUND/ANALYSIS

A purchase order was awarded to Sam Hill & Sons, Inc. on July 1, 2017, for emergency repair and maintenance call-outs made on behalf of the District's Water/Wastewater customers – mainly Oak Park Water Service and Triunfo Sanitation District. Needs for these services are difficult to predict and quantify on an annual basis. Sam Hill & Sons, Inc. is an experienced general engineering contractor that has been providing these services to the District for many years at a typical annual billing rate of \$100,000 to \$200,000. The District started the year off with a purchase order in the amount of \$100,000.

Additional funding in the amount of \$70,000 is needed for this purchase order to cover substantial repair work – mainly Oak Park Water Service and Triunfo Sanitation District - that has come up in the last couple of months and for any additional work that might come up before the end of FY2017-18. The District will be bidding this scope of emergency repair services to qualified contractors for FY2018-19 and new contracts will be awarded based on the results of this bidding process.

This letter and the associated contract 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.



MATT BAUMGARDNER, DIRECTOR OF OPERATIONS

APPROVED FOR FUNDS AVAILABLE:



Carlos Corrales, Director of Finance

APPROVED FOR AGENDA:



Chris Theisen - General Manager

Attachments: Amendment to VRSD Purchase Order No. 2320



VENTURA REGIONAL SANITATION DISTRICT
 1001 Partridge Drive #150
 Ventura CA 93003-0704
 (805) 658-4669 accounts payable@vrsd.com

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

Purchase Order No.	PO0002320
Issue Date	7/1/2017
Revision Number	4

Requested by: **Blanket**

PURCHASE ORDER

Issued To: (805) 644-6278 Ext. 0000

Ship To:

SAM HILL & SONS, INC
 PO BOX 5670
 VENTURA CA 93005
 Vendor #: SAM 001

Contract Number:

^ Changed Since the Previous Revision

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Shipping Method		Payment Terms		FOB	For More Information Contact:			Contact Phone #	
		Net 30 Days			Blanket			Blanket PO	
L/N	Item Number	Description	Job Number	Cost Code	Req. Date	Ordered	U/M	Unit Price	Ext. Price

Deliver To:

4 52186 2XXXXX System Repairs as Requested \$153,000.00
 7/5/2017 VARIOUS

25-210-52186 Other Operating Services

Deliver To:

CHANGE ORDER

5 52186 400300 System Repairs as Requested \$17,000.00
 6/29/2017 TOLAND

25-401-52186 Other Operating Services

Deliver To: Toland Landfill Site
 3500 Toland Road
 Santa Paula CA 93060
 USA

BOARD APPROVAL REQUIRED

PO EXPIRES ON 6/30/18

Subtotal	\$170,000.00
Shipping/Handling	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00
Order Total	\$170,000.00

Carlos Corrales

Purchasing Agent

Date

Authorized Signature

Purchase order number must appear on all invoices.
 Item #6

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