



December 20, 2018

Board of Directors  
Ventura Regional Sanitation District  
Ventura, California

**APPROVAL OF A CHANGE ORDER TO INCREASE TOTAL COMPENSATION IN  
PURCHASE ORDER NO. 2568 TO P&F DISTRIBUTORS FOR MATERIALS AND  
SUPPLIES**

**RECOMMENDATIONS**

Approve issuance of a change order to Purchase Order No. 2568 to P&F Distributors to increase the total compensation amount by \$25,000 for a revised total amount not to exceed \$50,000.

**FISCAL IMPACT**

Funds required for this amendment are included in the adopted FY2018-19 budget for Solid Waste operations (account 25-401-52185-400300).

**BACKGROUND/ANALYSIS**

A purchase order for \$25,000 was issued to P&F Distributors on July 1, 2018, for the supply of HDPE pipe used in the District's landfill gas collection (LFGC) system. Needs for these services are difficult to predict and quantify on an annual basis, as the LFGC system sometimes requires sudden expansions in size or repair to existing wells to maintain compliance with its applicable air quality permit.

For these reasons, the District keeps several open purchase orders with local and regional suppliers of HDPE pipe. These companies experience varying inventories throughout the year due to the high demand for this type of material throughout the region. As a result, staff has had to rely more heavily on P&F Distributors, who has stocked and maintained the right sizes of pipe for the District's time-sensitive and unforeseeable work over the last few months.

Additional funding in the amount of \$25,000 is needed for this purchase order to complete urgent compliance-related work that has come up in the last few months and for any additional work that might come up before the end of FY2018-19.

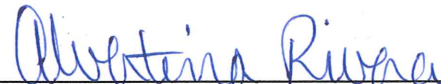
This letter and the associated contract have been reviewed by VRSD legal counsel as to form.

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



MATT BAUMGARDNER, DIRECTOR OF OPERATIONS

APPROVED FOR FUNDS AVAILABLE:

  
Alvertina Rivera, Director of Finance

APPROVED FOR AGENDA:

  
Chris Theisen - General Manager

Attachments: Amendment to VRSD Purchase Order No. 2568

**VENTURA REGIONAL SANITATION DISTRICT**

1001 Partridge Drive #150

Ventura CA 93003-0704

(805) 658-4669 [accountspayable@vrzd.com](mailto:accountspayable@vrzd.com)To ensure prompt payment, all invoices **MUST** be mailed to the above address,

ATTN: Accounts Payable

**\*\*CHANGE ORDER\*\***

Purchase Order No. PO0002568

Issue Date 7/1/2018

Revision Number 1

Requested by: **Blanket****PURCHASE ORDER**

Issued To: (415) 467-4630 Ext. 0000

P&F DISTRIBUTORS  
511 TUNNEL AVE  
BRISBANE CA 94005

Vendor #: P&amp;F 001

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	Req. Date	Ordered	U/M	Unit Price	Ext. Price
					SITE ID	PROJ #	COST CAT		

^1 52185

400300 Material and Supplies as Requested

\$50,000.00

7/1/2018 TOLAND

25-401-52185 Operating Supplies

Deliver To: Toland Landfill Site  
3500 Toland Road  
Santa Paula CA 93060  
USA**CHANGE ORDER****BOARD APPROVAL REQUIRED****For prompt payment please E-mail all invoices to:**  
**[accountspayable@vrzd.com](mailto:accountspayable@vrzd.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****IF INTERESTED IN ELECTRONIC  
PAYMENT CONTACT****[accountspayable@vrzd.com](mailto:accountspayable@vrzd.com)**

PO EXPIRES 06/30/19

Subtotal	\$50,000.00
Shipping/Handling	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00
Order Total	\$50,000.00

Director of Finance

Purchasing Agent

Date

Authorized Signature

**Purchase order number must appear on all invoices.****ITEM # 9**

**VENTURA REGIONAL SANITATION DISTRICT**

1001 Partridge Drive #150

Ventura CA 93003-0704

(805) 658-4669 [accountspayable@vrds.com](mailto:accountspayable@vrds.com)

To ensure prompt payment, all invoices **MUST** be  
mailed to the above address,

ATTN: Accounts Payable

Purchase Order No.	PO0002568
Issue Date	7/1/2018

Requested by: **Blanket**

# PURCHASE ORDER

Issued To: (415) 467-4630 Ext. 0000

P&F DISTRIBUTORS  
511 TUNNEL AVE  
BRISBANE CA 94005

Vendor #: P&amp;F 001

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

1	52185	400300 Material and Supplies as Requested						\$25,000.00
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7/1/2018 TOLAND

25-401-52185 Operating Supplies

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



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

**IF INTERESTED IN ELECTRONIC  
PAYMENT CONTACT**

**[accountspayable@vrds.com](mailto:accountspayable@vrds.com)**

PO EXPIRES 06/30/19

Subtotal	\$25,000.00
Shipping/Handling	\$0.00
Miscellaneous	\$0.00
Tax	\$0.00
Order Total	\$25,000.00

*Regina Williams*

Purchasing Agent

Date

ITEM # 9

Authorized Signature

Purchase order number must appear on all invoices.



# VENTURA REGIONAL SANITATION DISTRICT

## FY 2019 REQUEST FOR PURCHASE ORDER

☐ New PO (Not Blanket)

☒ Blanket PO

☐ Contract PO ( Internal)

☐ Change Order

Requisition must be sent to purchasing-contracts@vrsd.com

Requested By: Blanket

Date: July 1, 2018

**Issue To**

Name: P&F Distributors

Address: On File

City/State/Zip:

Phone:

Contact:

Email:

Vendor ID: P&F 001

**Ship To**

Name: Toland

Address:

City/State/Zip:

Change orders should be for the amount of the change only

Item	Qty	Item Description	Unit Cost	Total Cost
1	1	Material and supplies as requested	\$ 25,000.00	\$ 25,000.00
2				\$ -
3				\$ -
4				\$ -
5				\$ -
			Total	\$ 25,000.00

**REQUIRED - Purpose of purchase and how supplies or services will be used**

Quote/Bid Information - Attach documentation if requisition is \$10,000 or more

Quote#	Vendor Name	Amount
1		
2		
3		

### Purchase Order Coding

**Highlight selection**

**Department**

100 CA  
110 CA Billable  
150 Info Tech  
190 CA Capital  
210 WW Billable  
270 WW Admin  
290 WWW Capital  
301 Biosolids Ops  
302 Microturbine Ops  
303 LFG Skid Ops  
370 Biosolids Admin  
390 Biosolids Capital  
**401 Toland**  
410 Toland Billable  
451 SW Bailard Landfill  
452 SW Coastal Landfill  
453 SW Tierra Rejada  
454 SW Other Landfill  
470 SW Admin  
490 SW Capital  
500 ISF Fleet Admin  
510 ISF Fleet Maint-Central Admin  
520 ISF Fleet Maint-WWW  
530 ISF Fleet Maint-Biosolids  
540 ISF Fleet Maint-SW  
590 ISF Capital

**Expense Code**

52040 Gen Admin  
52070 Attorney Services  
52071 Acctng & Auditing  
52072 IT Service Agreements  
52073 Info Technology  
52074 Engineering Services  
52079 Environmental Services  
52080 Other Professional Services  
52082 Contractor Construction  
52090 Temporary Labor  
52105 Transportation & Hauling  
52115 Leachate & Condensate  
52120 Secondary Sludge  
52135 Employee Safety Supplies  
52150 Permits, Licenses & Fees  
52155 Lab Services & Supplies  
52170 Chemical Supplies/Disposal  
52175 Gas, Diesel & Fuel  
**52185 Operating Supplies**  
52186 Other Operating Services  
52203 Equipment Maintenance  
52220 Equipment Rental  
52230 Building Rents & Leases  
52340 Other Machinery and Equipment

Project Number	Project Name	Amount
400300	Toland Operations	\$ 25,000.00
		\$ -
		Total \$ 25,000.00

Purchasing Initials

Date

6/27/18

P&FDI-1  
CERTIFICATE OF LIABILITY INSURANCE

P&amp;FDI-1

OP ID: LA

DATE (MM/DD/YYYY)

07/05/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ISU Massie & Beck Ins. Serv. License #0B29340 P.O. Box 1272 Lafayette, CA 94549-1272 Massie & Beck Ins. Brkrs Inc.	925-283-5750	CONTACT NAME: Leslie Adams PHONE (A/C, No, Ext): 925-283-5750 E-MAIL ADDRESS: leslie@isumassie.com FAX (A/C, No): 925-283-5751
INSURED P&F Distributors Sandy Papenhouse 511 Tunnel Ave. Brisbane, CA 94005		INSURER(S) AFFORDING COVERAGE INSURER A: The Hartford INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
		NAIC # 29424

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			57 UUN FN2616	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			57 UUN FN2616	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10000 OCCUR CLAIMS-MADE			57 XHU FN2958	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	57 WE AB50N2	07/01/2018	07/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Toland Landfill Site  
BPO P00002568  
3500 Toland Road  
Santa Paula, CA 93060

## CERTIFICATE HOLDER

## CANCELLATION

VENTU-7

Ventura Regional Sanitation  
District  
1001 Partridge Drive #150  
Ventura, CA 93003-0704

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE