

February 21, 2019

Board of Directors
Ventura Regional Sanitation District
Ventura, California

**APPROVAL OF A PROPOSED \$25,000 CHANGE ORDER TO INCREASE VRSD
PURCHASE ORDER NO. 2555 WITH SILVAS OIL COMPANY BY FOR THE SUPPLY
OF OIL AND LUBRICANTS**

RECOMMENDATIONS

Approve issuance of a change order to VRSD Purchase Order No. 2555 to Silvas Oil Company to increase the amount by \$25,000 for a revised total amount not to exceed \$50,000 for the supply of oil and lubricants.

FISCAL IMPACT

Funds required for this change order are included in the adopted FY2018-19 budget for ISF Maintenance (Accounts 50-540-52175-500201 and 50-520-52175-500200).

BACKGROUND/ANALYSIS

A purchase order was issued to Silvas Oil Company on July 1, 2018, for the supply of oil and lubricants used in the maintenance of the District's fleet vehicles and heavy equipment in the amount of \$25,000. Needs for these lubricants and fluids can vary on an annual basis. The additional amount of \$25,000 is expected to cover maintenance activities for the remainder of FY2018-19.

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 by phone at 805) 658-4679 or via email at mattbaumgardner@vrsd.com.



MATT BAUMGARDNER, DIRECTOR OF OPERATIONS

APPROVED FOR BUDGET IMPACT: Alvertina Rivera
Alvertina Rivera, Director of Finance

APPROVED FOR AGENDA: Chris Theisen
Chris Theisen, General Manager

Attachments: Change Order to VRSD Purchase Order No. 2555

**VENTURA REGIONAL SANITATION DISTRICT**

1001 Partridge Drive #150

Ventura CA 93003-0704

(805) 658-4669 accounts payable@vrzd.com

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

Purchase Order No.	PO0002555
Issue Date	7/1/2018
Revision Number	1

Requested by: Blanket

PURCHASE ORDER

Issued To: (000) 000-0000 Ext. 0000

SILVAS OIL COMPANY
PO BOX 1048
FRESNO CA 93714

Vendor #: SILV001

Ship To:

TOLAND

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		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 52175

500201 - Oil and lubriants as requested

\$50,000.00

7/1/2018 TOLAND

50-540-52175 Gas/Diesel/Fuel

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

BOARD APPROVAL REQUIRED**CHANGE ORDER**

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 # 10

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