



March 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. 2615 WITH CED ROYAL INDUSTRIAL SOLUTIONS FOR TOOLS AND SUPPLIES**

**RECOMMENDATION**

Approve issuance of a change order to VRSD Purchase Order No. 2615 to CED Royal Industrial Solutions to increase the amount by \$25,000 for a revised total amount not to exceed \$50,000.

**FISCAL IMPACT**

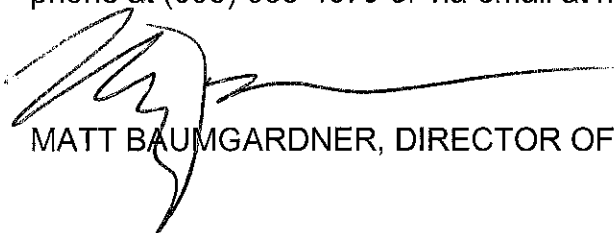
Funds required for this change order are included in the adopted FY2018-19 budget for facility maintenance under accounts 25-302-52185 and 25-302-52203.

**BACKGROUND/ANALYSIS**

A purchase order was issued in the amount of \$25,000 to CED Royal Industrial Solutions for the supply of specialty tools and industrials supplies used in facility maintenance as well as on the job sites in the Solid Waste and Water/Wastewater divisions. Need for these tools and supplies vary on an annual basis. An additional amount of \$25,000 is expected to cover maintenance activities for the remainder of FY2018-19, including a lighting upgrade at our microturbine and biosolid facilities at the Toland Road Landfill.

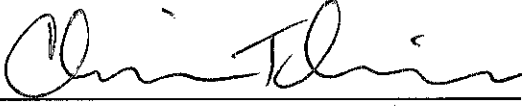
This letter and the associated purchase order have been reviewed by Legal Counsel as to form.

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



MATT BAUMGARDNER, DIRECTOR OF OPERATIONS

APPROVED FOR BUDGET IMPACT:   
Alvertina Rivera, Director of Finance

APPROVED FOR AGENDA:   
Chris Theisen, General Manager

Attachments: Change Order to VRSD Purchase Order No. 2615



**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

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

Purchase Order No.	PO0002615
Issue Date	7/1/2018
Revision Number	1

Requested by: **Blanket**

# PURCHASE ORDER

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

CED ROYAL INDUSTRIAL SOLUTIONS  
 PO BOX 14004  
 ORANGE CA 92863  
 Vendor #: CED 001

Ship To:

VARIOUS

Contract Number:

^ Changed Since the Previous Revision

Page: 1

Shipping Method		Payment Terms		FOB	For More Information Contact:			Contact Phone #	
		Net 15th Month		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	2XXXXX - Tools and supplies as needed			7/1/2018		VARIOUS		\$20,000.00
	25-210-52185	Operating Supplies							
		Deliver To:							
<b>CHANGE ORDER</b>									
^2	52185	200104 - Tools and supplies as needed			7/1/2018		BAILARD		\$10,000.00
	25-270-52185	Operating Supplies							
		Deliver To:	4105 West Gonzales Road						
			Oxnard CA 93036						
			USA						
<b>BOARD APPROVAL REQUIRED</b>									
^3	52185	400300 - Tools and supplies as needed			7/1/2018		TOLAND		\$20,000.00
	25-401-52185	Operating Supplies							

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

<b>Purchase Order</b>	**CHANGE ORDER**
<b>Purchase Order No.</b>	PO0002615
<b>Date</b>	7/1/2018
<b>Revision Number</b>	1

**Requested by: Blanket**

**Vendor:**

CED ROYAL INDUSTRIAL SOLUTIONS  
 PO BOX 14004  
 ORANGE CA 92863

**Contract Number:**

^ Changed Since the Previous Revision

Page: 2

Shipping Method		Payment Terms		For More Information Contact:			Contact Phone #	
		Net 15th Month		Blanket			Blanket PO	
L/N	Item Number	Description	Req. Date	Ordered	U/M	Unit Price	Ext. Price	
Shipping Method		Reference Number		FOB				
Deliver To:		Toland Landfill Site 3500 Toland Road Santa Paula CA 93060 USA						

PO EXPIRES 06/30/19

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

Director of Finance

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*Purchasing Agent*

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Date \_\_\_\_\_ *Authorized Signature*

*Purchase order number must appear on all invoices.*

ITEM # 6