

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. 2609 WITH AUTOMATION DIRECT.COM FOR SUPPLY OF INDUSTRIAL CONTROLS**

**RECOMMENDATION**

- A) Approve issuance of a change order to VRSD Purchase Order No. 2609 to Automation Direct.Com to increase the amount by \$25,000 for a revised total amount not to exceed \$50,000.
- B) Increase expenditure budget by \$25,000 as well as reimbursement revenue projections by \$28,750.

**FISCAL IMPACT**

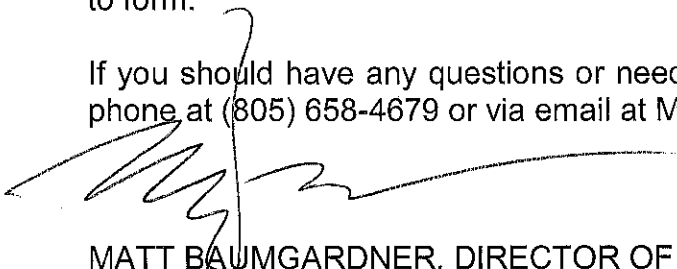
Budget adjustments are required for this change order in operating supplies and sales revenue accounts 25-210-52185 and 25-210-40100, in the amounts of \$25,000 and \$28,750 respectively. The net impact to the District is a positive \$3,750.

**BACKGROUND/ANALYSIS**


A purchase order was issued in the amount of \$25,000 to Automation Direct for the supply of industrials controls used in operation of lift stations and booster pump stations for a variety of water/wastewater clients. Need for these supplies vary on an annual basis for these customers. An additional amount of \$25,000 is expected to cover repair activities for the remainder of FY2018-19. These costs are a pass-through to clients.


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. 2609



**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

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

Purchase Order No.	PO0002609
Issue Date	7/1/2018
Revision Number	1

Requested by: **Blanket**

# PURCHASE ORDER

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

AUTOMATION DIRECT.COM 3505 HUTCHINSON RD CUMMING GA 30040  Vendor #: AUTO003
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Ship To:

VARIOUS
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**Contract Number:**

^ Changed Since the Previous Revision

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<b>Shipping Method</b>		<b>Payment Terms</b>		<b>FOB</b>	<b>For More Information Contact:</b>			<b>Contact Phone #</b>	
		Net 30 Days		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 - W/WW Repairs and Supplies			7/1/2018	VARIOUS			\$50,000.00
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25-210-52185 Operating Supplies

Deliver To:

## CHANGE ORDER

BOARD APPROVAL REQUIRED

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 # 7

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