

LOS RIOS COMMUNITY COLLEGE DISTRICT
CONTRACT APPROVAL SHEET AND ROUTING FORM (email to contracts@losrios.edu)

ARC CRC SCC FLC DO IT FM OTHER_____

Agreement/Contract with: _____

Briefly explain the work to be performed under the Agreement: _____

The attachments include:

Scope of Work Certificate of Insurance with the District named as an additional insured

Vendor's email address: _____

Funding source: _____ **Amount \$:** _____ **Req No.:** _____

Budget Code: _____ / _____ / _____ / _____ / _____ / _____ / _____
Bus. Unit Account Fund Org Program Sub-Class Proj/Grant

Insurance Documents Valid for:

\$1 million single limit Commercial General Liability/\$3 million aggregate

\$1 million Professional Liability/\$2 million aggregate

\$1 million single limit Auto Liability

\$1 million Worker's Compensation **or** Worker's Compensation Insurance waiver for sole proprietors

I have read and agree with the terms of this agreement:

By: _____ **Date:** _____
Area Manager/Supervisor (Print name)

I approve as to Substance

By: _____ **Date:** _____
Applicable College VPA, DO/FM-AVC, (Print name)
DO-AVP (WED & Online engagement)
or Deputy Chancellor

Contract Review

By: _____ **Date:** _____
Contract Administrator (Print name)

General Counsel (for non-standard agreements or when changes to standard language are requested)

By: _____ **Date:** _____
General Counsel

Los Rios Community College District

By: _____ **Date:** _____
 Director AS/GS VC of Finance and Administration AVC Finance Deputy Chancellor

Requisition

Supplier: HOLT OF CALIFORNIA
 P O BOX 100001
 SACRAMENTO CA 95813
 United States

0000002553

Phone: (877) 379-6620
email:

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001039077	09/23/2022	1	
Requisition Name:			
HOLT OF CALIFORNIA			
Requester			
Melissa Williams			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: CHADWICS 23-SEP-2022			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	ANNUAL MAINTENANCE FOR CLARK C20CL - (SERIAL# C232L-0195-9575KF)	1	EA	125.00	125.00	
2-1	ANNUAL MAINTENANCE FOR YALE GLP040 - (SERIAL# N485454)	1	EA	125.00	125.00	
3-1	ANNUAL MAINTENANCE FOR JLG SCR482117B1 - (SERIAL# 07387004)	1	EA	187.50	187.50	
4-1	ANNUAL MAINTENANCE FOR GENIE AWP-365 - (SERIAL# AWPP-96404)	1	EA	187.50	187.50	
5-1	ANNUAL MAINTENANCE FOR GENIE AWP-36S - (SERIAL# AWP11-069090)	1	EA	187.50	187.50	

812.50 Sub-total
 0.00 Est. tax

Total Requisition Amount: 812.50

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5600	11	FL.VA.CUST	65100	00000	041A	812.50

Approval Signature	Approval Signature	Approval Signature
---------------------------	---------------------------	---------------------------



Sole Source Justification Memorandum

DATE: November 13, 2022

TO: FLC Business Services

FROM: Missy Williams, Director of Administrative Services

SUBJECT: Sole Source Justification Memorandum to use Holt Services for equipment inspections and repairs

BSO,

This memo is to request the use of Holt for inspection and repairs to our aerial lifts and forklifts. We have historically used Pape however they have been difficult to work with. We have found them to be unprofessional, invoices from them to be incorrect, and challenging to work with especially when trying to get a quote for expenses. Holt has worked on equipment in our district in the past and they have proven to be cost effective and have done a good job. It is imperative that we have a company do our annual inspections and I am requesting that we be able to use Holt.

Thank you and please let me know if you have additional questions.

Missy Williams

**LOS RIOS COMMUNITY COLLEGE DISTRICT
Service Agreement Certification Form**

Requisition No 0001039077

Description of Services _____

Annual Lift Maintenance & Service Agreement

As of January 1, 2003, Education Code Section 88003.1 restricts the District's ability to contract for services. Before a requisition can be processed, the following certificate must be completed indicating that the required service meets the Ed Code criteria.

Section I

The requisition will not go forward for processing unless you answer yes to at least one of the questions below:

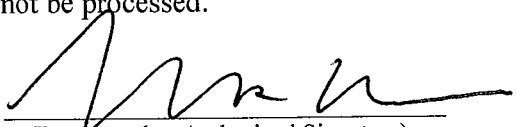
- | | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1. Is this a continuing Service Agreement that was in place before January 1, 2003? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The Legislature has specifically mandated or authorized the service to be contracted out. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. The necessary services are either unavailable within the District workforce, cannot be satisfactorily performed by employees, or are very highly specialized. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. The services are incidental to a contract for the purchase of real or personal property, for example a service contract for office equipment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Contracting out is necessary to avoid a conflict of interest or other legal problem, or where an outside perspective is needed. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. The service is needed to respond to an emergency. The contract shall be no longer than sixty days. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. The services are so urgent, temporary or occasional that the delay in the District's hiring process would frustrate the purpose. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Section II

If the services do not fall within one of the above exceptions, the requisition will not go forward unless you answer yes to all of the following questions:

- | | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|
| 1. There clearly will be actual overall cost savings. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| a. The District must consider the salaries and benefits of additional staff and the cost of additional space, equipment and materials. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. The District shall not include the District's indirect overhead costs, unless those costs would be exclusively caused by the work. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. The District shall include the District's costs of supervising, inspecting or monitoring the contractor. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. The services are not being contracted out solely to save money. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The contract does not cause the displacement of District employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. The savings must be large enough that market fluctuations will not tip the balance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. The amount of savings must clearly justify the size and duration of the contract. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. The contract must be publicly bid. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. There is minimal risk of contractor rate increases. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. The contract is with a firm. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. The potential economic advantage of contracting out is not outweighed by the public interest in having the work done in-house. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the services do not qualify under Section I or II, then the services must be completed by District staff and the requisition cannot be processed.

Certified by: 
(Dean or other Authorized Signature)

Date: 9/26/22



BY THIS AGREEMENT:

The owner, whose signature is affixed below, authorizes HOLT of California (hereinafter referred to as HOLT), and HOLT agrees to perform, the following schedule of operations:

- | | | |
|-----------------------------------|-------------------------------------------|-------------------------------------------|
| 1. Operational Check | 11. Check For Control Valve Leaks | 21. Check & Clean Engine Vent Pipe |
| 2. Change Engine Oil | 12. Clean Hydraulic & Clutch Filler Cap | 22. Check Spark Plugs & Wires |
| 3. Change Engine Oil Filter | 13. Change Hydraulic Filter (As Required) | 23. Check Points, Cap, Rotor, Condensor |
| 4. Check & Clean Air Filter | 14. Check Drive Axle Level | 24. Blow Out Radiator (With Air) |
| 5. Clean Gas Strainer/Filter | 15. Check Steering Gear Box Level | 25. Lubricate Truck |
| 6. Clean Battery/Check Level | 16. Check Steering System For Wear | 26. Check Mast & Carriage For Excess Wear |
| 7. Check Transmission Level | 17. Check Carburetor Adjustment | 27. Check Mast Chains |
| 8. Check Hydraulic Oil Level | 18. Check Clutch Adjustment | 28. Lubricate Mast (As Required) |
| 9. Check For Tilt Cylinder Leaks | 19. Check Brake Master Cylinder Level | 29. Check Tire Condition |
| 10. Check For Lift Cylinder Leaks | 20. Check & Adjust Fan & Alternator Belts | 30. Final Operational Check |

TERMS AND CONDITIONS

- Charges for these services shall be at the rates indicated below. This charge is to include the grease required, but not additional lubricants, parts or materials, all of which will be billed at prevailing prices.
- Any additional service or repairs will be performed only upon authorization by owner or owner's representative. Any such additionally authorized labor, parts or materials will be billed at prevailing prices.
- HOLT agrees to furnish reports covering any suggested repairs and improvements.
- Owner agrees to make machines promptly available for servicing upon arrival of HOLT's mechanic at the customer's location, or an additional labor charge at the prevailing rate will be charged for waiting time.
- Owner agrees to provide a suitable place for HOLT's mechanics to work on machines, unrestricted by space limitations or other interference.
- The equipment to be serviced under this agreement and the scheduled calls are as follows:

				CALL SCHEDULE (Monthly, Bi-Monthly, Weekly)			
MAKE	MODEL	CAPACITY	SERIAL NUMBER		LOCATION	RATE	
CLARK	C20CL		C232L-0195-9575KF	6 mos	FOLSOM	\$125*	
YALE	GLP040		N485454	6 mos	FOLSOM	\$125*	
* THIS LIFT IS LOCATED AT 6099 CAMPUS DR, PLACERVILLE CA							
* PLUS PARTS							

- This agreement becomes effective at the date of acceptance, and may be terminated by either party upon 24 hours written or verbal notice. This agreement is in effect for one (1) year.
- Delays in furnishing service shall be excused if caused by: acts of God, fires, weather conditions, labor controversies, delays in procurement of parts or supplies, or other causes beyond the control of HOLT, and in no event will consequential damages be allowed.
- THIS IS NOT A MAINTENANCE CONTRACT. Owner or owner's representative agrees to perform the routine daily and weekly inspections and maintenance on the machine(s) in accordance with the manufacturers' operation and maintenance manuals.
- Owner agrees to notify HOLT immediately upon detection of any mechanical problems or failures that might in any way affect the safe performance of the machine(s).
- Owner agrees to hold HOLT harmless from all claims, damages, injuries and liabilities arising from the owner's failure to properly inspect and maintain the machine(s) and/or to notify HOLT of owner's detection of any mechanical problems or failures referred to in condition (10) hereof.

NOTE: Please provide filter numbers for all non-CAT equipment.

AGREED:

By R. Murphy 916-202-4264
Signed - HOLT Representative

PRODUCT SUPPORT REPRESENTATIVE
Title

Date: 8-1-2022

ACCEPTED:

FOLSOM LAKE COLLEGE
Customer/Owner Name
10 COLLEGE PKWY
Address
FOLSOM, CA 95630
City, State, Zip

By: _____
Authorized Signature / Date

Customer Contact: _____
Phone Number _____



BY THIS AGREEMENT:

The owner, whose signature is affixed below, authorizes HOLT of California (hereinafter referred to as HOLT), and HOLT agrees to perform, the following schedule of operations:

- | | | |
|-----------------------------------|-------------------------------------------|-------------------------------------------|
| 1. Operational Check | 11. Check For Control Valve Leaks | 21. Check & Clean Engine Vent Pipe |
| 2. Change Engine Oil | 12. Clean Hydraulic & Clutch Filler Cap | 22. Check Spark Plugs & Wires |
| 3. Change Engine Oil Filter | 13. Change Hydraulic Filter (As Required) | 23. Check Points, Cap, Rotor, Condensor |
| 4. Check & Clean Air Filter | 14. Check Drive Axle Level | 24. Blow Out Radiator (With Air) |
| 5. Clean Gas Strainer/Filter | 15. Check Steering Gear Box Level | 25. Lubricate Truck |
| 6. Clean Battery/Check Level | 16. Check Steering System For Wear | 26. Check Mast & Carriage For Excess Wear |
| 7. Check Transmission Level | 17. Check Carburetor Adjustment | 27. Check Mast Chains |
| 8. Check Hydraulic Oil Level | 18. Check Clutch Adjustment | 28. Lubricate Mast (As Required) |
| 9. Check For Tilt Cylinder Leaks | 19. Check Brake Master Cylinder Level | 29. Check Tire Condition |
| 10. Check For Lift Cylinder Leaks | 20. Check & Adjust Fan & Alternator Belts | 30. Final Operational Check |

TERMS AND CONDITIONS

- Charges for these services shall be at the rates indicated below. This charge is to include the grease required, but not additional lubricants, parts or materials, all of which will be billed at prevailing prices.
- Any additional service or repairs will be performed only upon authorization by owner or owner's representative. Any such additionally authorized labor, parts or materials will be billed at prevailing prices.
- HOLT agrees to furnish reports covering any suggested repairs and improvements.
- Owner agrees to make machines promptly available for servicing upon arrival of HOLT's mechanic at the customer's location, or an additional labor charge at the prevailing rate will be charged for waiting time.
- Owner agrees to provide a suitable place for HOLT's mechanics to work on machines, unrestricted by space limitations or other interference.
- The equipment to be serviced under this agreement and the scheduled calls are as follows:

MAKE	MODEL	CAPACITY	SERIAL NUMBER	CALL SCHEDULE		LOCATION	RATE
				(Monthly, Bi-Monthly, Weekly)			
JLG	SCR482117B1		07387004	6 mos		FOLSOM	\$187.50*
GENIE	AWP-36S		AWPP-96404	6 mos		FOLSOM	\$187.50*
GENIE	AWP-36S		AWP11-069090	6 mos		FOLSOM	\$187.50*
							* PLUS PARTS

- This agreement becomes effective at the date of acceptance, and may be terminated by either party upon 24 hours written or verbal notice. This agreement is in effect for one (1) year.
- Delays in furnishing service shall be excused if caused by: acts of God, fires, weather conditions, labor controversies, delays in procurement of parts or supplies, or other causes beyond the control of HOLT, and in no event will consequential damages be allowed.
- THIS IS NOT A MAINTENANCE CONTRACT. Owner or owner's representative agrees to perform the routine daily and weekly inspections and maintenance on the machine(s) in accordance with the manufacturers' operation and maintenance manuals.
- Owner agrees to notify HOLT immediately upon detection of any mechanical problems or failures that might in any way affect the safe performance of the machine(s).
- Owner agrees to hold HOLT harmless from all claims, damages, injuries and liabilities arising from the owner's failure to properly inspect and maintain the machine(s) and/or to notify HOLT of owner's detection of any mechanical problems or failures referred to in condition (10) hereof.

NOTE: Please provide filter numbers for all non-CAT equipment.

AGREED:

By R. M. [Signature] 916-202-4264
Signed - HOLT Representative

PRODUCT SUPPORT REPRESENTATIVE
Title

Date: 8-1-2022

ACCEPTED:

FOLSOM LAKE COLLEGE
Customer/Owner Name
10 COLLEGE PKWY
Address
FOLSOM CA 95630
City, State, Zip

By: _____
Authorized Signature / Date

Customer Contact: _____
Phone Number _____

HOLT Of California



SCHEDULED SERVICE PLAN ELECTRIC LIFT TRUCKS

BY THIS AGREEMENT:

DATE: 8-1-2022

The owner, whose signature is affixed below, authorizes HOLT of California (Hereinafter referred to as HOLT), and HOLT agrees, to perform the following schedule of operations:

- | | | |
|-------------------------------------------------|----------------------------------------|------------------------------------------|
| 1 Operational check | 9 Check for lift cylinder leaks | 19 Air clean entire unit |
| 2 Check hyd. pump motor & brushes (as required) | 10 Check for control valve leaks | 20 Lubricate truck |
| 3 Check drive motor & brushes (as required) | 11 Clean hydraulic filler cap | 21 Check mast & carriage for excess wear |
| 4 Air clean traction & pump motors | 12 Change hyd. filter (as required) | 22 Check mast chains |
| 5 Check contactors | 13 Check drive axle level | 23 Lubricate mast as required |
| 6 Clean battery/Check level | 14 Check steering gear box level | 24 Check tire condition |
| 7 Check hydraulic oil level | 15 Check steering system for wear | 25 Final operational check |
| 8 Check for tilt cylinder leaks | 16 Check directional lever control | |
| | 17 Check brake master cylinder level | |
| | 18 Check elect. system-ground to frame | |

TERMS AND CONDITIONS

- Charges for these services shall be at the rates indicated below. This charge to include the grease required, but not additional lubricants, parts or materials, which will be billed at prevailing prices.
- Any additional service or repairs will be performed only upon authorization by owner or owner's representative. Any such additionally authorized labor, parts or material will be billed at prevailing prices.
- HOLT agrees to furnish reports covering any suggested repairs and improvements.
- Owner agrees to make machines promptly available for servicing upon arrival of HOLT'S mechanic at location, or an additional labor charge at prevailing rate will be made for waiting time.
- Owner agrees to provide a suitable place for HOLT'S mechanic to work on machines unrestricted by space limitations or other interferences.
- The equipment to be serviced under this agreement and the scheduled calls are as follows:

MAKE	MODEL	EQT. #	CAP (lbs.)	SERIAL NUMBER	CALL SCH	LOCATION	PM RATE
CROWN	RC5540-40TT262			1A322897	6 mos	FOLSOM	\$125*
* PLUS PARTS							

* Labor Only: Parts, fluids, filters, environmental fees additional. Price shown does not include any repairs authorized at time of Scheduled Service.

- This agreement becomes effective at the date of acceptance, and may be terminated by either party upon 24 hours written or verbal notice. This agreement is in effect for one (1) year.
- Delays in furnishing service shall be excused if caused by: acts of God, fires, weather conditions, labor controversies, delays in procurement of parts or supplies, or other causes beyond the control of HOLT, and in no event will consequential damages be allowed.
- THIS IS NOT A MAINTENANCE CONTRACT. Owner or owner's representative agrees to perform the routine daily and weekly inspections and maintenance on the machine(s) in accordance with the manufacturer's operation and maintenance manual.
- Owner agrees to notify HOLT immediately upon detection of any mechanical problems or failures that might in any way affect the safe performance of the machine.
- Owner agrees to hold HOLT harmless from all claims, damages, injuries and liabilities arising from owner's failure to properly inspect and maintain the machine and/or to notify HOLT of owner's detection of any mechanical problems or failures referred to in condition (10) hereof.

ACCEPTED: _____

Customer Signature
FOLSOM LAKE COLLEGE

Type or Print Owner's Name

10 COLLEGE PKWY

Address

FOLSOM CA 95630

City, State, Zip

Contact name/Telephone

AGREED: R. M. [Signature] 970-202-4264
Signed-HOLT, Authorized Representative, Title
8-1-2022
Date