

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

**PURCHASE ORDER NO
CHANGE ORDER**

0003014169

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS
AND CONDITIONS.

Date	Revision	Page
04/03/2012	1 - 08/03/2012	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
758245 JOHNSON POONV	04FALR ADMIN	

Vendor: 0000026674
SACRAMENTO WINDOW SHADE MFG CO INC
5710 AUBURN BLVD #22
SACRAMENTO CA 95841

Phone: (916) 334-5725
Fax: (888) 640-0752

email: carolm@sacshade.com

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

Bill To: 1919 Spanos Court
Sacramento CA 95825-3981
United States

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	WINDOW SHADES FOR PEREGRINE RM FR-240 IN FALCON'S ROAST	1.00	LOT	1,455.23	1,455.23	04/12/2012
2- 1	INSTALLATION	1.00	LOT	250.00	250.00	04/12/2012
3- 1	WINDOW SHADES FOR PEREGRINE RM FR-240 IN FALCON'S ROAST. REVISED INSTALL, REMAKE	1.00	LOT	459.34	459.34	08/16/2012
4- 1	INSTALLATION FOR REMAKE	1.00	LOT	127.50	127.50	08/16/2012

QUOTE # 5370 DATED 3/14/12

8/6/12 - VP
LINES 3 & 4 - ADD
MAKING TOTAL PO AMOUNT \$2,440.45
REQUESTED BY C. JOHNSON. INCREASE PER QUOTE # 5710 DATED 7/26/12
AS PER JOANY HARMAN'S EMAIL DATED 8/6/12

Sub Total Amount	2,292.07
Sales Tax Amount	148.38
Total PO Amount	2,440.45

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
COPFD	6490	41	FL.VA.NEQP	67700	83647	053C	622.44	2013
COPFD	6490	43	FL.VA.BEQP	71000	00100	221S	1,818.01	2013

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

[Handwritten Signature] 08/07/12

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Change Order Request

Re-submitted 8/6/12

REVISED 8/6/12

PO # 0003014169

Request Date: 7/27/12

College/Dept: FLC

Vendor Name SACRAMENTO WINDOW SHADE
(one PO per request)

Vendor #0000026674

ADD AS LINE# 3

QTY: 1 UOM: LOT UNIT PRICE: \$459.34

DESCRIPTION: WINDOW SHADES FOR PEREGRINE RM FR-240 IN FALCON'S ROAST. REVISED INSTALL, REMAKE

ADD AS LINE# 4

QTY: 1 UOM: LOT UNIT PRICE: \$127.50

DESCRIPTION: INSTALLATION FOR REMAKE

BUDGET FOR: LINES 3 & 4: COPFD 6490 41 FL.VA.NEQP 67700 83647 2013 053C

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = **\$2,440.45**

Comments to be added: Requested by C. Johnson. Increase per attached Quote# 5710 Dated 7/26/12.

OTHER:

Completed should be forwarded via e-mail by an **authorized signer** to the **DO – Purchasing** mailbox.



Sacramento Window Shade Mfg. Co.
 5710 Auburn Blvd. #22 Sacramento, CA 95841-2945
QUALITY SERVICE SINCE 1921
PROPOSAL

Quote # 5591

Date: July 26, 2012

PROPOSAL SUBMITTED TO:

Folsom Lake College

STREET:

10 College Parkway

CITY:

Folsom, CA 95630

PURCHASER:

Colleen Johnson

PHONE: 916-608-6585

FAX:

EMAIL: JohnsoC@flc.losrios.edu

JOB NAME

Sunscreen Shades

JOB LOCATION

Falcon's Roost - F L C

Revised Install _ Re-make

*Change
Order*

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

PRODUCT: Sunshades / Fascia
Manufacturer: Draper, Inc.
Model: Manual Clutch & Chain
Pattern: SW2500 1%
Color: Charcoal/Charcoal
Fascia Color: Clear

*Add on's to
LOT
PO# 3014169*

Pricing:	Shades (3 ea.)	\$ 459.34	<i>- L1 inc</i>
	Sales Tax	35.60	
	Installation	127.50	<i>- L2 inc</i>
	TOTAL	\$ 622.44.	

Any Questions, Contact: Carol Morris or Keith Ochs

Page 1 of 1 Pages

We propose to hereby furnish materials and labor complete in accordance with the above specifications FOR THE SUM OF:

Six Hundred Twenty-two and 44/100 Dollars (\$ 622.44)

Payment to be made as follows: CONTRACT TERMS

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard industry practices. Any alteration of or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this estimate. All agreements are contingent upon strikes, accidents or delay beyond our control.

NOTE: This proposal may be withdrawn by us if not accepted within 20 Days.

ACCEPTED: _____

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065

FAX: (916) 568-3145

PURCHASE ORDER NO

0003014169

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date 04/03/2012	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 758245 JOHNSON POONV		Location / Dept 04FALR ADMIN

Vendor: 0000026674
SACRAMENTO WINDOW SHADE MFG CO INC
5710 AUBURN BLVD #22
SACRAMENTO CA 95841

Phone: (916) 334-5725
Fax: (888) 640-0752

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

Bill To: 1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N	Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
	1- 1	WINDOW SHADES FOR PEREGRINE RM FR-240 IN FALCON'S ROAST	1.00	LOT	1,455.23	1,455.23	04/12/2012
	2- 1	INSTALLATION	1.00	LOT	250.00	250.00	04/12/2012

QUOTE # 5370 DATED 3/14/12

Sub Total Amount	1,705.23
Sales Tax Amount	112.78
Total PO Amount	1,818.01

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
COPFD	6490	43	FL.VA.BEQP	71000	00100	221S	1,818.01	2012

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

[Handwritten Signature]
4/5/12

Emailed 4/10/12 LH.

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all **claims**, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Los Rios Community College District Requisition

Page 53 of 7

Req. No. 758245
P.O. NO. 003014169

Vendor Code _____ DATE 3/16/12
 Approved _____ VENDOR Sacramento Window Shade Mfg Co.
 Terms _____ ADDRESS 5710 Auburn Blvd. #22
 F.O.B. _____ CITY Sacramento STATE CA ZIP 95841-2945
 PHONE 916-334-5725 FAX 888-640-0752

DELIVERY INSTRUCTIONS
04 FALR FLC
 Location Code
945 FLC
 College/District Location
 Department
4/1/12
 Date Required
 Division _____

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.				
1	Window shades for Teresina				1455.23
2	Rm. FR-240 w/ Falcon's Roost				
3	Quote # 5370				
4					
5	Installation				250.00
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects
 This purchase is in compliance with the requirements of _____
 Program Name _____
 For grants/special projects _____
 Program Director/Coordinator Signature _____ Project/Grant Number 413/12
 Program Goal/Objective Number/Explanation _____
 Sales Tax 112.78
 Total 1818.01

I hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations and laws.
Colleen Johnson
 REQUESTED BY: TYPED/PRINT DATE 3/16/12
Colleen Johnson
 REQUESTED BY: SIGNATURE DATE
Matthew Fickler
 AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE 3/19/12
 APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

FL. VA. BEQP
 COPEO / 6490 / 43 / FL. VA. BEQP
 Bus. Unit Account* Fund Org
 71000 / 100100 / 2012 / 22LS \$ 1,818.01
 Program Sub-Class BY Proj/Grnt Amount
 Bus. Unit Account* Fund Org
 Program Sub-Class BY Proj/Grnt Amount
 * Asset Location - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.
 Location Code 04 FALR Dept.
FALR Bldg 12, Falcon's Roost Room No. FR-240

Instructions on Reverse



Sacramento Window Shade Mfg. Co.

5710 Auburn Blvd. #22

Sacramento, CA 95841-2945

QUALITY SERVICE SINCE 1921

PROPOSAL

Quote # 5370

Date: March 14, 2012

PROPOSAL SUBMITTED TO:

Folsom Lake College

STREET:

10 College Parkway

JOB NAME

Sunscreen Shades

JOB LOCATION

Falcon's Roost – F L C

CITY:

Folsom, CA 95630

PURCHASER:

Colleen Johnson

PHONE: 916-608-6585

FAX:

EMAIL: JohnsoC@flc.losrios.edu

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

PRODUCT:	Sunshades / Fascia	
Manufacturer:	Draper, Inc.	
Model:	Manual Clutch & Chain	
Pattern:	SW2500 1%	
Color:	Charcoal/Charcoal	
Fascia Color:	TBD	
Pricing:	Shades	\$ 1,455.23
	Sales Tax	112.78
	Installation	250.00
	TOTAL	\$ 1,818.01.

Any Questions, Contact: Carol Morris or Keith Ochs

Page 1 of 1 Pages

We propose to hereby furnish materials and labor complete in accordance with the above specifications FOR THE SUM OF:

One Thousand Eight Hundred Eighteen and 01/100 Dollars (\$ 1,818.01)

Payment to be made as follows: CONTRACT TERMS

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard industry practices. Any alteration of or deviations from the above specifications involving extra costs will be executed only upon written orders, and will be come a extra charge over and above this estimate. All agreements are contingent upon strikes, accidents or delay beyond our control.

NOTE: *This proposal may be withdrawn by us if not accepted within 20 Days.*

ACCEPTED: _____

Phone 916-334-5725

Fax 888-640-0752

carolm@sacshade.com

LOS RIOS COMMUNITY COLLEGE DISTRICT
Sole Source Purchase Justification

Vendor: Sacramento Window Shade Requisition No: 758245

Commodity/Service: window coverings

Estimated annual expenditure for the above commodity or service: \$: \$5000 - \$24,000 depending on need
new facility opening.

Pursuant to Purchasing Policy, Sole Source purchase requests & approvals must be performed in advance and shall be supported by written documentation. This form and appropriate supporting documentation fulfills that requirement.

Initial all entries below that apply to the proposed purchase. Attach support documentation justification memo as described below (More than one entry will apply to most sole source products/services for purchase requested).

1. _____ SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
2. X SOLE SOURCE REQUEST IS FOR ONLY GREATER SACRAMENTO AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturers — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. _____ THE PARTS/EQUIPMENT IS NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
4. X THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
5. X THE PARTS/EQUIPMENT IS REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
6. _____ CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)PURCHASE CONTRACT NO: _____
7. _____ "PIGGY-BACK"/UMBRELLA PURCHASE ON ANOTHER GOVERNMENT ENTITY'S CONTRACTS
8. _____ NONE OF THE ABOVE APPLIES. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests commodities and services to be procured from the vendor identified as the sole source supplier of the service or material described in this sole source justification and is authorized as a sole source for the service or material.


AUTHORIZED SIGNATURE

3/30/12
DATE

SOLE SOURCE AUTHORIZATION:
(PURCHASING USE ONLY)

APPROVED

DISAPPROVED

By: _____ Date: _____ Guidelines Div. #: _____