

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

1069770A

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

Date	Revision	Page
02/27/2013		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1004973 R Johnson POONV	04FALR119 WPLRC	

Vendor: 0000019498
OFFICE RELIEF INC
516 MCCORMICK ST
SAN LEANDRO CA 94577

Phone: (510) 383-1190
Fax: (510) 383-1199

email:

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	VERTICAL MOUSE - EVOLUENT - RIGHT HANDED WIRELESS (VM4RW)	1.00	EA	98.95	98.95	04/28/2013
2- 1	VERTICAL MOUSE - EVOLUENT - RIGHT HANDED (VM4R) MERCHANDISE RETURN	1.00	EA	-89.95	-89.95	04/28/2013
3- 1	SHIPPING AND HANDLING FOR LINE# 1	1.00	EA	10.00	10.00	02/27/2013

CREDIT FOR RETURN VM4R MOUSE (LINE # 4_PO#0001069770), PAID ON CK#_94-663335 1/31/2013.
QUOTE#_20025945 FOR REPLACEMENT: VM4RW WIRELESS MOUSE

FLC / BSO WILL DISTRIBUTE PO 1069770A TO VENDOR FOR SHIPMENT OF REPLACEMENT ITEM.

EMAIL PO/CHANGE ORDER TO FLC/ BSO: HANEYB@FLC.LOSRIOS.EDU

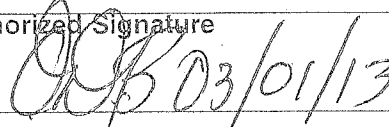
Sub Total Amount	19.00
Sales Tax Amount	1.48
Total PO Amount	20.48

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.WEXP	49320	00000	700P	20.48	2013

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

03/01/13

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

submitted
9/26/13

RE-OPEN AS:

PO # 1069770A

Request Date: 2/25/13

College/Dept: FLC

Vendor Name OFFICE RELIEF INC
(one PO per request)

Vendor #0000019498

Add the following items to the purchase order:

LINE# 1

QTY: 1 UOM: EA UNIT PRICE: \$ 98.95

DESCRIPTION: VERTICAL MOUSE - EVOLUENT - RIGHT HANDED WIRELESS
(VM4RW)

HEADER SALES TAX: \$ 8.72 FOR Line# 1

LINE# 2

QTY: 1 UOM: EA UNIT PRICE: \$ - 89.95

DESCRIPTION: VERTICAL MOUSE - EVOLUENT - RIGHT HANDED (VM4R) -
Merchandise Return

HEADER SALES TAX: \$- 7.20 FOR Line# 2

LINE# 3

QTY: 1 UOM: EA UNIT PRICE: \$ 10.00

DESCRIPTION: SHIPPING AND HANDLING FOR LINE# 1

EMAIL PO/CHANGE ORDER TO FLC/ BSO: haneyb@flc.losrios.edu

FLC / BSO will distribute PO 1069770A to vendor for shipment of replacement item.

New PO Total = \$20.52

PO COMMENTS: CREDIT FOR RETURN VM4R MOUSE (LINE # 4 PO#0001069770),
PAID ON CK#_94-663335 1/31/2013. QUOTE#_20025945 FOR REPLACEMENT: VM4RW
WIRELESS MOUSE.

OTHER:

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



Office Relief, Inc.
 516 McCormick Street
 San Leandro, CA 94577
 Federal ID :: 943352983
 Phone: (510) 3831190
 Fax: (510) 3831199

Quotation

Bill-To-Party
 Los Rios Community College
 Accounts Payable
 1919 Spanos Court
 PO #
 Sacramento CA 95828

Ship-To-Party
 Folsom Lake College
 Attn: Kathleen Kirklin c/o J. Collier
 10 College Parkway
 PO #
 Folsom CA 95630

Information
 Quotation 20025945
 Quotation Date 01/30/2013
 Purchase Order # Quote CN/Karen Gilmer
 Terms of Payment Net due in 30 days
 Customer No. 60279
 Sales Person Eric Johnson

Order Notes:
*Replaces VM4R
 Returned.
 Vendor to ship upon receipt of
 new PO # 1069770A*

Item	Material/Description	Quantity	Unit Price	Amount
10	VM4RW Evolvent VerticalMouse 4 Right Handed Wireless Features: - 2.4 GHz wireless technology - Nano receiver - Shape is thoughtfully sculpted for uncompromised comfort and easy-to-reach programmable buttons - Thumb rest has been reshaped to provide even more comfort over earlier versions - Extra wide lip along the bottom edge prevents the last finger from rubbing the desk - Top mounted LEDs show through the chrome thumb rest to indicate selected pointer speed including extra low (XL), low (LO), medium (MD), and high (HI) - Adjustable laser sensor controls on the side allow convenient adjustment without releasing your grip - 6 programmable buttons with dozens of selectable functions - Vertical scroll - Auto click: Automatically perform a single or double click by pausing the pointer (Adjustable time delay for activation) - Click lock: Press and hold a button momentarily to simulate continued pressing without holding down the button (Adjustable time delay for	1 EA	98.95	98.95



Office Relief, Inc.
516 McCormick Street
San Leandro, CA 94577
Federal ID #: 943352983
Phone: (510) 3831190
Fax: (510) 3831199

Quotation

activation)

- Break Reminder: Visual and/or audio alerts to remind
you to take a
break

USB: PC, Mac, Unix, Linux

Dimensions: 4.4"L x 3.5"W x 3.14"H

Color: Silver/Black

Subtotal	98.95
Shipping & Handling	10.00
Sales Tax	7.91
Total Amount (USD)	116.86



Office Relief, Inc.
 516 McCormick Street
 San Leandro, CA 94577
 Federal ID #: 943352983
 Phone: (510) 3831190
 Fax: (510) 3831199

Credit memo

Bill-To-Party Los Rios Community College Accounts Payable 1919 Spanos Court PO #0001069770 Sacramento CA 95828
Ship-To-Party Folsom Lake College PO #0001069770 Receiving c/o J. Collier 10 College Parkway Folsom CA 95630

Information Credit Memo 15093429 Credit Memo Date 02/12/2013 Ref Invoice/ Date 157419 / 01/07/2013 Purchase Order # Customer # 60279 Sales Person Eric Johnson
Order Notes: For Julie Collier

Item	Material/Description	Quantity	Unit Price	Amount
1	VM4R Evoluent VerticalMouse 4 Right Evoluent VerticalMouse 4 Right Handed Features: PLEASE SHIP ALL PRODUCTS TO: Office Relief, Inc. Attn: Returns (RMA # 60002574) 516 McCormick Street San Leandro, CA 94577	1 EA	(-) 89.95	(-) 89.95
	<p>1. PLEASE PRINT THE RMA REFERENCE NUMBER ON THE OUTSIDE OF THE SHIPPING BOX AND ON THE SHIPPING LABEL; ALL UNIDENTIFIED PACKAGES WILL BE REFUSED. DO NOT USE THE ORIGINAL PACKAGING/MANUFACTURER'S BOX AS THE SHIPPING BOX. RMA# 60002574</p> <p>2. Product(s) MUST be shipped using UPS or FedEx/ FedEx Ground for tracking purposes. Office Relief is not responsible for product(s) while in transit. Products returned via US Mail will be refused. NO EXCEPTIONS. OFFICE RELIEF IS NOT RESPONSIBLE FOR FREIGHT ON PRODUCT BEING RETURNED UNDER ANY CIRCUMSTANCE. Client bears responsibility for freight back to Office Relief and must still pay initial freight charged on original purchase/invoice.</p> <p>3. Product(s) must be received at Office Relief within thirty (30) days of the RMA date. (RMA numbers expire on the 31st day.) Payment is due on the 31st day.</p> <p>4. All returns are subject to inspection by Office Relief before any credit is given. Products that are missing any parts, documentation, original packaging, etc. will have a restocking fee of 25% applied.</p> <p>5. Products that are declared to be defective will be tested once received by Office Relief. A restocking fee of 25% will be applied to ALL defective products found to be in working order.</p> <p>6. Damage to product(s) not documented as reason for return will be denied credit. Client bears the responsibility of payment.</p> <p>Thank you,</p>			



Office Relief, Inc.
516 McCormick Street
San Leandro, CA 94577
Federal ID #: 943352983
Phone: (510) 3831190
Fax: (510) 3831199

Credit memo

Item	Material/Description	Quantity	Unit Price	Amount
	Bill LaRocca Office Relief Inc. 510-383-1190 ext. 333 RETURN REASON: CLIENT WOULD RATHER HAVE CORDLESS MOUSE. BL 2/6/13. Sidemark: For Julie Collier Invoice number 157419 from 01/07/2013			

			Subtotal	(-) 89.95
			Shipping & Handling	(-) 0.00
			Sales Tax	(-) 7.20

			Total Amount (USD)	(-) 97.15

LOS RIOS COMMUNITY COLLEGE DISTRICT
 1919 Spanos Court
 Sacramento, California 95825

MERCHANDISE RETURN MEMORANDUM

To: OFFICE RELIEF, INC. Date Received 01/11/2013
516 MC CORMICK ST P.o. No. 000 1069770
SAN LEANDRO CA 94577 Carrier FedX
 (City) (State) (Zip)
 Ship Via - Prepaid Collect
 Vendor Return Authorization No. W0002574
RETURNS 157419

THE FOLLOWING ITEM(S) ARE RETURNED HEREWITH:

ITEM NO.	QUANTITY	COMPLETE DESCRIPTION	AMOUNT
1	1	VM4R EVOLUENT MOUSE 4 RIGHT for Julie Collier	< 89.95 >
		Sales Tax 8%	< 7.20 >
			< 97.15 >

Reason for Return Return & Exchange for VM4RW - wireless
(Specify & describe: damaged, over-shipment, not as specified, other)

Quote # 20025945 1/30/13 - PO/Change Order #0001069770

Returned for: Credit Replacement Repair

Returned Via: _____
(Attach Shipping Receipt)

College: Folsom Lake College Date Returned _____
 Address: 10 Colloge Parkway Signed _____
Folsom CA 95630



RMA# 60002574

516 McCormick Street • San Leandro, CA 94577-1106 • 510-383-1190 • fax 510-383-1199

Return Merchandise Authorization Request Form

Authorization is required for the return of any merchandise. Please fill out the Return Merchandise Authorization Request Form. Your request will be researched. Please allow 24 hours for a response.

For a full refund, the following must be fulfilled:

- Product be returned within 30 days of receipt of RMA#
- Products must be in new and resalable condition
- Products must be in original packaging.

All other returns are subject to a restocking fee.

Customer pays shipping costs. Acceptable shipping carriers are UPS, FedEx, DHL, or Airborne. Please do not send return merchandise via U.S. Mail or any other method; it will be refused. Products returned by U.S. Mail will not be credited or exchanged. Merchandise will not be accepted after 30 days of issued RMA. Custom products such as chairs, tables and workstations are not returnable under any circumstance.

Date of Request:	2/5/2013
Requestor Name:	Brenda Haney
Order Number #:	157419
Purchase order#:	0001069770
Company Name:	LRCCD - FOLSOM LAKE COLLEGE
Requestor Email:	haneyb@flic.losrios.edu
Requestor Phone#:	916 608-6635

<u>Part number:</u>	<u>Qty Return</u>	<u>Reason: Be VERY Specific</u>
VM4R	1	Need Wireless, ordered wrong item.
		Wireless Quote # 20025945 1/30/13
		PO/Change Order # 0001069770
		pending RMA # .



Office Relief, Inc.
 516 McCormick Street
 San Leandro, CA 94577
 Federal ID : 943352983
 Phone: (510) 3831190
 Fax: (510) 3831199

Returns

Bill-To-Party Los Rios Community College Accounts Payable 1919 Spanos Court PO #0001069770 Sacramento CA 95828
Ship-To-Party Folsom Lake College PO #0001069770 Receiving c/o J. Collier 10 College Parkway Folsom CA 95630

Information Document Date 02/06/2013 Customer No. 60279 Return Order No. 60002574 Purchase Order No. RETURNS 157419 Terms of Payment Net due in 30 days Terms of Delivery Cost and Freight Shipping Method Sales Person Eric Johnson For Julie Collier
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Item	Material/Description	Quantity	Unit Price	Amount
1	VM4R Evoluent VerticalMouse 4 Right Handed Features: PLEASE SHIP ALL PRODUCTS TO: Office Relief, Inc. Attn: Returns (RMA # 60002574) 516 McCormick Street San Leandro, CA 94577 1. PLEASE PRINT THE RMA REFERENCE NUMBER ON THE OUTSIDE OF THE SHIPPING BOX AND ON THE SHIPPING LABEL; ALL UNIDENTIFIED PACKAGES WILL BE REFUSED. DO NOT USE THE ORIGINAL PACKAGING/MANUFACTURER'S BOX AS THE SHIPPING BOX. RMA# 60002574 2. Product(s) MUST be shipped using UPS or FedEx/ FedEx Ground for tracking purposes. Office Relief is not responsible for product(s) while in transit. Products returned via US Mail will be refused. NO EXCEPTIONS. OFFICE RELIEF IS NOT RESPONSIBLE FOR FREIGHT ON PRODUCT BEING RETURNED UNDER ANY CIRCUMSTANCE. Client bears responsibility for freight back to Office Relief and must still pay initial freight charged on original purchase/invoice. 3. Product(s) must be received at Office Relief within thirty (30) days of the RMA date. (RMA numbers expire on the 31st day.) Payment is due on the 31st day. 4. All returns are subject to inspection by Office	1 EA	89.95	89.95



Office Relief, Inc.
516 McCormick Street
San Leandro, CA 94577
Federal ID : 943352983
Phone: (510) 3831190
Fax: (510) 3831199

Returns

Relief before any credit is given. Products that are missing any parts, documentation, original packaging, etc. will have a restocking fee of 25% applied.

5. Products that are declared to be defective will be tested once received by Office Relief. A restocking fee of 25% will be applied to ALL defective products found to be in working order.

6. Damage to product(s) not documented as reason for return will be denied credit. Client bares the responsibility of payment.

Thank you,

Bill LaRocca
Office Relief Inc.
510-383-1190 ext. 333
RETURN REASON: CLIENT WOULD RATHER HAVE
CORDLESS MOUSE. BL 2/6/13

Sidemark:For Julie Collier

Subtotal	89.95
Shipping & Handling	0.00
Sales Tax	7.20
Total Amount (USD)	97.15

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

0001069770

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

Date	Revision	Page
12/13/2012		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1004973 R Johnson POONV	04FALR119 WPLRC	

Vendor: 0000019498
OFFICE RELIEF INC
516 MCCORMICK ST
SAN LEANDRO CA 94577

Phone: (510) 383-1190
Fax: (510) 383-1199

email:

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	VERTICAL MOUSE - EVOLUENT - RIGHT HANDED (VM4R)	1.00	EA	89.95	89.95	02/10/2013
2- 1	MONITOR RISER - VURYTE VURYSER 2 (#4855)	2.00	EA	9.16	18.32	02/10/2013
3- 1	SHIPPING AND HANDLING	1.00	EA	20.00	20.00	12/12/2012

QUOTE # 20024863 DATED 11/29/12

TAG FOR JULIE COLLIER

2012 DEC 31 A 7:57
 FIC BUSINESS SERVICES

Sub Total Amount	128.27
Sales Tax Amount	9.94
Total PO Amount	138.21


BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.WEXP	49320	00000	700P	138.21	2013

0001004973KIRKLINK12-DEC-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

 12/21/12

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.

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.

Requisition

Vendor: OFFICE RELIEF INC
516 MCCORMICK ST
SAN LEANDRO CA 94577
United States

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Business Unit: GENFD		APPROVED
Req ID:	Date	Page
0001004973	12/12/2012	1
Requester		Bldg#
Colleen R Johnson		WPLRC
Requester Signature		
Buyer: Vivian Poon		
Approved: KIRKLINK 12-DEC-2012		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	VERTICAL MOUSE - EVOLUENT - RIGHT HANDED (VM4R)	1.0000	EA	89.95	89.95	
2-1	MONITOR RISER - VURYTE VURYSER 2 (#4855)	2.0000	EA	9.16	18.32	
3-1	SHIPPING	1.0000	EA	20.00	20.00	

Total Requisition Amount: 128.27

QUOTE #20024863

PRODUCT TOTAL: \$108.27
SHIPPING: \$20.00
SALES TAX: \$8.39
ORDER TOTAL: \$136.66

TAG FOR JULIE COLLIER

<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	4300	12	FL.VI.WEXP	49320	00000	700P	128.27

2012 DEC 21 A 9:10
 FLC BUSINESS SERVICES

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of Lottery

For grants/special projects 700P

Name: [Signature]

Approval Signature <u>[Signature]</u>	Approval Signature	Approval Signature
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Requisition

Vendor: OFFICE RELIEF INC
516 MCCORMICK ST
SAN LEANDRO CA 94577
United States

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Business Unit: GENFD		APPROVED
Req ID:	Date	Page
0001004973	12/12/2012	1
Requester		Bldg#
Colleen R Johnson		WPLRC
Requester Signature		
Buyer: Vivian Poon		
Approved: KIRKLINK 12-DEC-2012		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	VERTICAL MOUSE - EVOLUENT - RIGHT HANDED (VM4R)	1.0000	EA	89.95	89.95	
2-1	MONITOR RISER - VURYTE VURYSER 2 (#4855)	2.0000	EA	9.16	18.32	
3-1	SHIPPING	1.0000	EA	20.00	20.00	
Total Requisition Amount:					128.27	

QUOTE #20024863

PRODUCT TOTAL: \$108.27
SHIPPING: \$20.00
SALES TAX: \$8.39
ORDER TOTAL: \$136.66

TAG FOR JULIE COLLIER

<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	4300	12	FL.VI.WEXP	49320	00000	700P	128.27

Purchases Charged to Catagorical Programs, Grants or Special Project.
This purchase is in compliance with the requirement of _____
For grants/special projects _____

Name: _____

Approval Signature	Approval Signature	Approval Signature
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Office Relief, Inc.
 516 McCormick Street
 San Leandro, CA 94577
 Federal ID #: 943352983
 Phone: (510) 3831190
 Fax: (510) 3831199

Quotation

Bill-To-Party
 Los Rios Community College
 Accounts Payable
 1919 Spanos Court
 PO #
 Sacramento CA 95828

Ship-To-Party
 Folsom Lake College
 Attn: Kathleen Kirklin c/o J. Collier
 10 College Parkway
 Folsom CA 95630

Information
 Quotation 20024863
 Quotation Date 11/29/2012
 Purchase Order # Quote CN/Debbie Turner
 Terms of Payment Net due in 30 days
 Customer No. 60279
 Sales Person Eric Johnson

Order Notes:

Item	Material/Description	Quantity	Unit Price	Amount
10	VM4R Evoluent VerticalMouse 4 Right Handed Features: - Shape is thoughtfully sculpted for uncompromised comfort and easy-to-reach programmable buttons - Thumb rest has been reshaped to provide even more comfort over earlier versions - Extra wide lip along the bottom edge prevents the last finger from rubbing the desk - Top mounted LEDs show through the chrome thumb rest to indicate selected pointer speed including extra low (XL), low (LO), medium (MD), and high (HI) - Adjustable laser sensor controls on the side allow convenient adjustment without releasing your grip - 6 programmable buttons with dozens of selectable functions - Vertical scroll - Auto click: Automatically perform a single or double click by pausing the pointer (Adjustable time delay for activation) - Click lock: Press and hold a button momentarily to simulate continued pressing without holding down the button (Adjustable time delay for activation) - Break Reminder: Visual and/or audio alerts to remind	1 EA	89.95	89.95



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Quotation

you to take a
break
USB: PC, Mac, Unix, Linux
Dimensions: 4.4"L x 3.5"W x 3.14"H
Color: Silver/Black

20	4855	2 EA	9.16	18.32
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VuRyte VuRyser2 Plus Monitor Riser

Features:

- Plastic stackable riser
- Adjusts 2", stackable
- Supports monitors up to 60 lbs.
- Storage area for papers and files

Dimensions: 11"W x 11"D x 2"H

Color: Black

<hr/>	
Subtotal	108.27
Shipping & Handling	20.00
Sales Tax	8.39
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Total Amount (USD)	136.66
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