

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

0001069825

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

Change Order

Date	Revision	Page
12/21/2012		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
769191 DOWELL POONV	04CYPH210 INST	

Vendor: 0000024305
 US BANK
 P. O. BOX 6343
 FARGO ND 58125-6343

Phone: (800) 344-5696

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

DO NOT SEND TO VENDOR

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	KIT OPENROV ROBOT	1.00	EA	830.00	830.00	01/02/2013
2- 1	SHIPPING	1.00	EA	15.90	15.90	01/02/2013

REQUEST ONLINE ORDER BY CREDIT CARD PREPAY

ORDER CONFIRMATION FOR ORDER #1011 DATED 12/21/12

OPENROV
 614 BANCROFT WAY, SUITE C
 BERKELEY, CA 94710

DO NOT SEND PURCHASE ORDER TO VENDOR

1/17/13 - VP
 CHANGE TO TRUE PREPAYMENT
 PAY FOR CREDIT CARD CHARGE
 SHIPMENT SCHEDULED IN APRIL 2013

DO NOT SEND PURCHASE ORDER TO VENDOR

*Jennifer,
 Line 1 - Changed Profile ID = Egpt = Fees
 in order to allow prepayment
 without receipt.*

*P O is completed now.
 I suggest changing Profile ID
 back to Egpt = Other for
 inventory record purpose.*

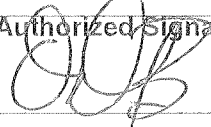
Sub Total Amount	845.90
Sales Tax Amount	64.33
Total PO Amount	910.23

1/18/13

DO NOT SEND TO VENDOR

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	12	FL.VI.VTEA	22061	00000	316C	910.23	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

 01/23/13

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.

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

0001069825

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NET 30	Shipping Point	Best Metho
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Vendor: 0000024305

US BANK

P. O. BOX 6343

FARGO ND 58125-6343

Phone: (800) 344-5696

email:

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
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Bill To: 1919 Spanos Court
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REQUEST ONLINE ORDER BY CREDIT CARD PREPAY

ORDER CONFIRMATION FOR ORDER #1011 DATED 12/21/12

OPENROV
614 BANCROFT WAY, SUITE C
BERKELEY, CA 94710

DO NOT SEND PURCHASE ORDER TO VENDOR

2012 DEC 31 A 1:58
 F.I.C BUSINESS SERVICES

Sub Total Amount	845.90
Sales Tax Amount	64.33
Total PO Amount	910.23

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	12	FL.VI.VTEA	22061	00000	316C	910.23	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>

DO NOT SEND TO VENDOR

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



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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.

(revised 04/2012)

Los Rios Community College District

Page 1 of 1

Requisition

Req. No. 769191
 P.O. NO. 0001069825

Vendor Code
Approved
Terms
F.O.B.

DATE 12/18/12 http://open.rov.com/page/open-rov-kits
 VENDOR OPEN ROV / US BANK
 ADDRESS VISA CC PMT.
 CITY _____ STATE _____ ZIP _____
 PHONE 952-270-2239 FAX _____

DELIVERY INSTRUCTIONS	
<u>AR03 CYM 210</u> <small>Location Code</small>	
<u>FLC</u> <small>College/District Location</small>	<u>GIS/IC</u> <small>Department</small>
<u>Instruction/Tech</u> <small>Division</small>	<u>12/19/12</u> <small>Date Required</small>

ITEM	DESCRIPTION <small>GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES</small>	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<small>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</small>				
1	<u>OPEN ROV KIT</u>	1		775	<u>775.00</u>
2	<u>(This is an extremely time-sensitive purchase -</u>			<u>830</u>	<u>830-</u>
3	<u>if we don't order on Weds. 12-19-12 we won't get it at</u>				
4	<u>all, perhaps for another 6 months - yr.)</u>				
5					
6	<u>(This item can only be ordered from a web store</u>				
7	<u>with a credit card.)</u>				
8	<u>(Contact person: David Lang)</u>				
9	<u>Ship</u>			15.00	<u>15.90</u>
10					
11					
12					
13				<u>8%</u>	<u>66.40</u>

Purchases Charged to Categorical Programs, Grants or Special Projects This purchase is in compliance with the requirements of <u>VTEA</u>	Program Name <u>316C</u>
Program Director/Coordinator Signature <u>[Signature]</u> For grants/special projects <u>VTEA Eligible CTE expense</u>	Project/Grant Number _____
Program Goal/Objective Number/Explanation _____	Sales Tax <u>8%</u>
	Total <u>912.30</u>

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.

REQUESTED BY: ZACK DOWELL TYPED/PRINT DATE 12/18/12

REQUESTED BY: [Signature] SIGNATURE DATE 12/18/12

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 12/18/12

APPROVED: _____ VICEPRESIDENT, ADMINISTRATION DATE _____

<u>GENFD / 6490 / 12 / FL.VI.VTEA</u>				
Bus. Unit	Account*	Fund	Org	
<u>22061</u>	<u>0000</u>	<u>316C</u>	<u>316C</u>	<u>912.30</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
				<u>\$1200</u>

* 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 _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse

Search store...

SI

0 items (/cart) - [Check out \(/cart\)](#)

\$0.00
(/cart)

OPENROV STORE

price increase
(1)

[Home \(/\)](#)

[Catalog \(/collections/all\)](#)

OpenROV Kit

\$830.00

Quantity

1

Add to cart

Next Product → (/collections/frontpage/products/openrov-beaglebone-cape#content)

Description

Includes all laser cut parts, motors, electronics, tether, and other hardware needed to build an OpenROV.

This next batch of 100 OpenROV Kits will ship in April.

Important Note: The OpenROV Kit is a perfect introduction into the world of underwater robotics and exploration, but at this point it is very much a product for makers/developers. It's a blast to play with, but you should be ready to tinker with it. The kit involves soldering, gluing, and wiring of electronics. By limiting the number of kits, we can work with the community to improve the design and troubleshoot problems. We're not selling kits to maximize profit. Our goal is to widen the net of the community and work together to democratize ocean exploration. If you decide to go your own route and use your own materials/plans, we're equally ecstatic.

1919 Spanos Court
Sacramento, CA 95825
Phone : 916-568-3072
Fax : 916-568-3145
Email : poonv@losrios.edu

From: Dowell, Zachary
Sent: Friday, December 21, 2012 10:06 AM
To: Poon, Vivian
Subject: Fw: OpenROV Webstore Now Open! (Limited Batch of Kits Available)

Connected by DROID on Verizon Wireless

-----Original message-----

From: OpenROV <info@openROV.com>
To: "Dowell, Zachary" <DowellZ@flc.losrios.edu>
Sent: Fri, Dec 21, 2012 17:21:45 GMT+00:00
Subject: OpenROV Webstore Now Open! (Limited Batch of Kits Available)

Good Morning,

The webstore is now open!

Here's the link: <http://openrov.us5.list-manage.com/track/click?u=0f4e2a0115f4c948c958f001d&id=277dd7461b&e=47b7b31efe>

As promised, you are the first to know. We will hold off on any announcements on the website, blog or twitter until Monday of next week to make sure you get the first crack at it.

To follow up on our earlier email, we've limited this second batch of kits to 100 and will ship in April. We've limited the number because we feel that's reasonable for us to produce, but more so because we want to make sure we have the time to work closely with all the kit builders and incorporate their feedback and ideas into the community and future designs.

As always, we're extremely grateful to be on this exciting adventure with you. Let us know if you have any questions!

Regards,

David & Eric
(david@openrov.com & eric@openrov.com)

=====

You signed up to be notified when OpenROV kits become available.

=====

Unsubscribe dowellz@flc.losrios.edu from this list:
<http://openrov.us5.list-manage.com/unsubscribe?u=0f4e2a0115f4c948c958f001d&id=940838931b&e=47b7b31efe&c=986da0f5ab>

Haney, Brenda

From: Poon, Vivian
Sent: Friday, December 21, 2012 10:48 AM
To: Dowell, Zachary; Haney, Brenda; Santoro, Linda; Harman, Joany
Cc: Alford, Jennifer
Subject: RE: OpenROV Webstore Now Open! (Limited Batch of Kits Available) - PO# 0001069825

Importance: High

Dear all,

Please see below. I ordered the KIT OPENROV ROBOT finally.

Merry Christmas and a Happy New Year!

Vivian

-----Original Message-----

From: OpenROV [mailto:info@openrov.com]

Sent: Friday, December 21, 2012 10:30 AM

To: Poon, Vivian

Subject: Order confirmation for order #1011

Thank you for placing your order with OpenROV!

This email is to confirm your recent order.

Date 12/21/2012

Shipping address

FOLSOM LAKE COLLEGE RECEIVING - PO# 0001069825
10 College Parkway
Folsom, California 95630
United States

Billing address

FOLSOM LAKE COLLEGE RECEIVING - PO# 0001069825
1919 Spanos Court
Sacramento, California 95825
United States

1x OpenROV Kit for \$830.00 each

Subtotal : \$830.00 USD

CA State Tax : \$60.18 USD

Shipping : \$15.90 USD

Total : \$906.08 USD

From: Dowell, Zachary

Sent: Friday, December 21, 2012 10:06 AM

Los Rios Community College District

Requisition

Req. No. 769191
P.O. NO.

Vendor Code	DATE <u>12/18/12</u>	<u>http://openrov.com/page/openrov-kits</u>
Approved	VENDOR <u>OPENROV</u>	
Terms	ADDRESS _____	
F.O.B.	CITY _____	STATE _____ ZIP _____
PHONE <u>952-270-2039</u>		FAX _____

DELIVERY INSTRUCTIONS	
<u>OUT-CYPH210</u> <u>BA</u>	
TR03-CYPH210	
Location Code	
<u>FLC</u>	<u>GIS/IC</u>
College/District Location	Department
<u>Instruction/Tech</u>	<u>12/19/12</u>
Division	Date Required

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.				
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3	<u>if we don't order on Weds. 12-19-12 we won't get it at</u>				
4	<u>all, perhaps for another 6 months-yr.)</u>				
5					
6	<u>(This item can only be ordered from a web store</u>				
7	<u>with a credit card.)</u>				
8	<u>(Contact person: David Lang)</u>				
9	<u>Ship</u>			15.00	15.00
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects This purchase is in compliance with the requirements of <u>VTEA</u> For grants/special projects _____ Program Director/Coordinator Signature <u>[Signature]</u> Project/Grant Number <u>316C</u>	SalesTax <u>62.00</u> Total <u>852.00</u>
Program Goal/Objective Number/Explanation <u>VTEA Eligible CTE expense</u>	

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.

REQUESTED BY: Zack Dowell TYPED/PRINT DATE 12/18/12

REQUESTED BY: [Signature] SIGNATURE DATE 12/18/12

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 12/18/12

APPROVED: [Signature] VICEPRESIDENT ADMINISTRATION DATE 12/18/12

BA

GENFD / 6490 / 12 / FL-VI-VTEA

Bus. Unit	Account*	Fund	Org		
<u>22061</u>	<u>0000</u>	<u>20</u>	<u>316C</u>		
Program	Sub-Class	BY	Proj/Grnt	Amount	
				\$ <u>1200</u>	<u>852.00</u>

* 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 _____ Dept. _____

Building _____ Room No. _____

Instructions on Reverse

MEMORANDUM
Gary D. Hartley
Dean, Instruction and Technology
Folsom Lake College

TO: Jennifer Alford

DATE: 18 December 2012

SUBJECT: Sole Justification letter

COMMENTS:

OpenROV is the only manufacturer and provider of open source, unmanned underwater vehicles that will meet the needs of the GIS/Geosciences remote sensing project. It will allow us to capture underwater photographs and video for integration into GIS systems.

LOS RIOS COMMUNITY COLLEGE DISTRICT

Sole Source Purchase Justification

Vendor: OPENROV Requisition No: 769191

Commodity/Service:

Estimated annual expenditure for the above commodity or service: \$: 852.00

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.
2. SOLE SOURCE REQUEST IS FOR ONLY GREATER SACRAMENTO AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER.
3. THE PARTS/EQUIPMENT IS NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER.
4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION.
5. THE PARTS/EQUIPMENT IS REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION.
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 DATE 12/18/12

SOLE SOURCE AUTHORIZATION: (PURCHASING USE ONLY)

APPROVED DISAPPROVED

By: Date: Guidelines Div. #: