

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

0003014379

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

Date 07/24/2012	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 769147 SKILLMAN POONV		Location / Dept 04VAPA1014 VAPA

Vendor: 0000031918
ALPHA ARCHITECTURAL SIGNS AND LIGHTING
8565 23RD AVENUE
SACRAMENTO CA 95826

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	SIGN LETTER FABRICATION TO READ : CAFE' THE ROBERT S. AND STAR PEPPER FOUNDATION	1.00	EA	1,909.00	1,909.00	07/23/2012
2- 1	SIGN LETTER FABRICATION TO READ : TERRACE THE ROBERT S. AND STAR PEPPER FOUNDATION	1.00	EA	1,909.00	1,909.00	07/23/2012

2 E PROPOSALS DATED 6/11/12

Sub Total Amount	3,818.00
Sales Tax Amount	295.90
Total PO Amount	4,113.90

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
COPFD	6490	41	PL.VA.VAPA	71000	00100	046R	4,113.90	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

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 1 of 1

Req. No. 7691470
 P.O. NO. 000 3014379


Vendor Code 31918 DATE June 28, 2012
 Approved _____ VENDOR Alpha Architectural Signs
 Terms _____ ADDRESS 8565 23rd Avenue
 F.O.B. _____ CITY Sacramento STATE CA ZIP 95826
 PHONE (916) 379-0225 FAX (530) 305-1488

DELIVERY INSTRUCTIONS
1014
04VAPA1010 
 Location Code
 FLC _____ VAPA _____
 College/District Location _____ Department _____
 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.					
1	Letter Fabrication to Read: CAFE'	1	JOB		1,909.00
2	The Robert S. and Star Pepper Foundation				
3	(See attached proposal for details)		<i>Actual</i> - LOC CODE	04VAPA 1010	
4					
5	Letter Fabrication to Read: TERRACE	1	JOB		1,909.00
6	The Roberts. and Star Pepper Foundation				
7	(see attached proposal for details)		<i>Actual</i> - LOC CODE	04VAPA 2010	
8	<i>SSPJ form pages 1 and 2 attached</i>				
9					
10					
11	<i>Performing P.O.</i>				
12					
13	<i>* Modifications to existing donor signs</i>				
Purchases Charged to Categorical Programs, Grants or Special Projects				SalesTax	295.90
This purchase is in compliance with the requirements of _____					
Program Name _____					
For grants/special projects _____					
Program Director/Coordinator Signature _____					
Project/Grant Number _____				Total	4,113.90
Program Goal/Objective Number/Explanation _____					

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.

6490 md 7/10/12

COPED / ~~6200~~ / 41 / FL.VA.VAPA
 Bus. Unit Account* Fund Org
 71000 / 00100 / 2013 / 046R \$ 4,113.90 

REQUESTED BY: _____ TYPED/PRINT _____ DATE 6-29-2012
Shelma Scott-Nelson
 REQUESTED BY: _____ SIGNATURE _____ DATE _____
 AUTHORIZED: _____ DEAN OR AUTHORIZED SIGNATURE _____ DATE 6/29/12
Athleen Kubler
 APPROVED: _____ VICE PRESIDENT, ADMINISTRATION _____ DATE _____

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 04VAPA Dept. VAPA
 Building VAPA Room No. 1010
Three stages

Instructions on Reverse

LOS RIOS COMMUNITY COLLEGE DISTRICT
Sole Source Purchase Justification

Vendor: ALPHA ARCHITECTURAL SIGNS & LIGHTING

Requisition No: 769147

Commodity/Service: SIGNS FOR THREE STAGES

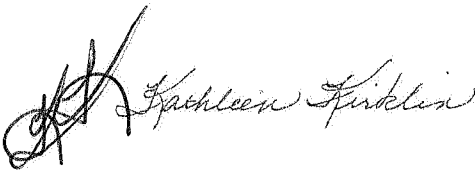
Estimated annual expenditure for the above commodity or service: \$: 5,000 - 25,000

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. _____ 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. _____ 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. 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

June 29, 2012
DATE

SOLE SOURCE AUTHORIZATION:
(PURCHASING USE ONLY)

APPROVED

DISAPPROVED

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

Comparison pricing was done in December 2010. All the paperwork and justification memo was sent to Purchasing when issuing the first of several purchase orders to Alpha Signs. To review, we requested quotes from Western Sign, Floresco, Weidner and Alpha Sign. The VPA met with three of the four company to go over our needs and walk the project. Floresco never could find a date to meet that worked for them. Weidner and Alpha Signs were the only two companies to submit quotes. We chose to go forward with Alpha Architectural Signs & Lighting was chosen because they were able to best meet the required timelines and style of signage design concepts. Also, Alpha's overall pricing was best and within budget.

As various signage needs are finalized and approved by FLC and naming rights donors, requisitions/purchase orders have been issued for the sub-packages.

Alpha Architectural Signs and Lighting

8565 23rd Ave., Sacramento CA 95826

916-379-0225 P 916-379-0217 F 530-305-1488 C

E Proposal

Café Lounge new backer and copy for Pepper Foundation

06-11-12

To: Folsom Lake College
10 College Parkway
Folsom, CA 95630
916-608-6555
kirklik@flc.losrios.edu
Attn: Kathleen Kirklin
Vice President, Administration

**Scope: Fabricate and install one set of letters to Read:
The Robert S. and Star Pepper Foundation @ 5" high -
Copy is flat cut out 3/8" acrylic painted silver mounted to
Aluminum backer this backer is flat
It is projected mounted from wall to match bar above to help
avoid shadowing (there may still be shadows however this should
eliminate most of them)**

Material: 3/8" acrylic letters
Backer: aluminum 15" high X 10'-0" wide
Installation method: Projected from wall 8" with aluminum supports and
plate on wall
Copy: The Robert S. and Star Pepper Foundation as per drawings
Color: of all copy is metallic silver
Backer color: is dark bronze

Investment for Letters and bar take off old copy and	
Reinstall all	\$ 1909.00
Tax: 7.75%	\$ 147.95
Total	\$ 2056.95

Terms: Due on completion
Estimated fabrication installation time 15 working days

The undersigned has reviewed and approves this agreement.


Approved


Date

Alpha Architectural Signs and Lighting

8565 23rd Ave., Sacramento CA 95826

916-379-0225 P 916-379-0217 F 530-305-1488 C

E Proposal

The Terrace – The Robert S. and Star Pepper Foundation

Add new copy and curved backer

06-11-12

To: Folsom Lake College
10 College Parkway
Folsom, CA 95630
916-608-6555
kirklik@flc.losrios.edu
Attn: Kathleen Kirklin
Vice President, Administration

**Scope: Fabricate and install one set of letters to Read:
And The Robert S. and Star Pepper Foundation @ 5" high -
The letters are onto a curved panel painted the dark bronze
With silver letters on top the bar is projected away from the wall
To help with shadowing.**

Copy is flat cut out 3/8" inch acrylic copy

Material: 3/8" acrylic letters

Backer: aluminum panel 15 high X 10'-0" wide

Installation method: Projected from wall 8" with aluminum supports and plate on wall

Copy: The Robert S. and Star Pepper Foundation on 2 lines as per drawings

Color: of copy is metallic silver

Backer color: Dark Bronze

Investment for Letters and backer and removal of

Prior copy and installation

\$ 1909.00

Tax: 7.75%

\$ 147.95

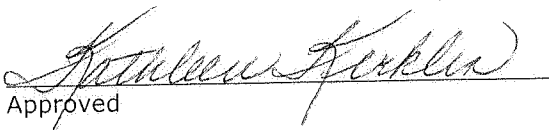
Total

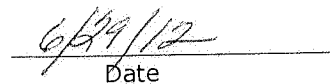
\$ 2056.95

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Date