

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

**PURCHASE ORDER NO**  
**CHANGE ORDER**

**B113643**

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

Date	Revision	Page
10/31/2012	3 - 04/25/2013	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
752781 HANEY POONV	04AENN	

**Vendor:** 0000010481  
FOLSOM LAKE COLLEGE  
BOOKSTORE  
10 COLLEGE PKWY  
FOLSOM CA 95630

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

**email:**

**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	FL.VA.ITSV - BLANKET PURCHASE ORDER FOR SHIPPING SERVICES BY FLC BOOKSTORE 7/1/12 - 6/30/13	1.00	EA	50.00	50.00	11/10/2012
2- 1	FL.VI.AVSV - BLANKET PURCHASE ORDER FOR SHIPPING SERVICES BY FLC BOOKSTORE 7/1/12 - 6/30/13	1.00	EA	50.00	50.00	11/10/2012
3- 1	FL.VI.WEXP - RETURN SHIPPING SERVICES BY FLC BOOKSTORE FOR_MDSE RETURN PO#_0001069770	1.00	EA	6.83	6.83	02/18/2013
4- 1	FL.VS.CARE - UPS SHIPPING AND PACKAGE INSURANCE SERVICES BY FLC BOOKSTORE FOR_MDSE RETURN PO#_0001069832	1.00	EA	107.17	107.17	03/22/2013
5- 1	FL.VA.OPER & UPS SHIPPING SERVICES BY FLC BOOKSTORE FOR_MAINTENANCE OPERATIONS	1.00	EA	34.00	34.00	05/05/2013

AUTHORIZED PERSONNEL:

LINE# 1 - JEFF LEWIS, KAREN GILMER, KATHLEEN KIRKLIN  
LINE# 2 - DAVID HINDI, LINDA SANTORO, GARY HARTLEY

2/8/13 - VP  
LINE 3 - ADD  
MAKING TOTAL PO AMOUNT \$106.83  
REQUESTED BY FLC BSO  
AS PER JOANY HARMAN'S EMAIL DATED 2/8/13

3/12/13 - VP  
LINE 4 - ADD  
MAKING TOTAL PO AMOUNT \$214  
REQUESTED BY FLC BSO  
AS PER JOANY HARMAN'S EMAIL DATED 3/12/13

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

*OOB* 02/26/13

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**  
**CHANGE ORDER**

**B113643**

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

Date	Revision	Page
10/31/2012	3 - 04/25/2013	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
752781 HANEY POONV	04ADMIN	

Vendor: 0000010481  
FOLSOM LAKE COLLEGE  
BOOKSTORE  
10 COLLEGE PKWY  
FOLSOM CA 95630

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

email:

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
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4/25/13 - VP  
LINE 5 - ADD  
MAKING TOTAL PO AMOUNT \$248  
REQUESTED BY C. JOHNSON  
AS PER JOANY HARMAN'S EMAIL DATED 4/24/13

Sub Total Amount	248.00
Sales Tax Amount	0.00
Total PO Amount	248.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4360	12	FL.VI.WEXP	49320	00000	700P	6.83	2013
GENFD	5600	11	FL.VA.OPER	65100	00000	041A	34.00	2013
GENFD	5810	11	FL.VA.ITSV	67800	00000	041A	50.00	2013
GENFD	5810	11	FL.VI.AVSV	61900	00000	041A	50.00	2013
GENFD	7334	12	FL.VS.CARE	73240	00000	412A	107.17	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.lcsrios.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]*  
04/26/13

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Change Order Request

Submitted  
4/24/13

PO # B113643

Request Date: 4/24/13

College/Dept: FLC

Vendor Name FLC BOOKSTORE  
(one PO per request)

Vendor #00000010481

Increase Blanket Purchase Order **ADD AS LINE# 5** by \$ 34.00

**Description:**

**FL.VA.OPER – UPS SHIPPING SERVICES BY FLC BOOKSTORE  
FOR MAINTENANCE OPERATIONS.**

**BUDGET: GENFD 5600 11 FL.VA.OPER 65100 00000 2013 041A**

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = ~~\$241.17~~

248.17  
CJT

Comments to be added: **Requested by C. Johnson**

OTHER:

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

**PURCHASE ORDER NO  
CHANGE ORDER**

**B113643**

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Date	Revision	Page
10/31/2012	2 - 03/12/2013	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
752781 HANEY POONV	04ADMN	

Vendor: 0000010481  
FOLSOM LAKE COLLEGE  
BOOKSTORE  
10 COLLEGE PKWY  
FOLSOM CA 95630

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

email:

*RUSH*

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	FL.VA.ITSV - BLANKET PURCHASE ORDER FOR SHIPPING SERVICES BY FLC BOOKSTORE 7/1/12 - 6/30/13	1.00	EA	50.00	50.00	11/10/2012
2- 1	FL.VI.AVSV - BLANKET PURCHASE ORDER FOR SHIPPING SERVICES BY FLC BOOKSTORE 7/1/12 - 6/30/13	1.00	EA	50.00	50.00	11/10/2012
3- 1	FL.VI.WEXP - RETURN SHIPPING SERVICES BY FLC BOOKSTORE FOR_MDSE RETURN PO#_0001069770	1.00	EA	6.83	6.83	02/18/2013
4- 1	FL.VS.CARE - UPS SHIPPING AND PACKAGE INSURANCE SERVICES BY FLC BOOKSTORE FOR_MDSE RETURN PO#_0001069832	1.00	EA	107.17	107.17	03/22/2013

AUTHORIZED PERSONNEL:

LINE# 1 - JEFF LEWIS, KAREN GILMER, KATHLEEN KIRKLIN  
LINE# 2 - DAVID HINDI, LINDA SANTORO, GARY HARTLEY

2/8/13 - VP  
LINE 3 - ADD  
MAKING TOTAL PO AMOUNT \$106.83  
REQUESTED BY FLC BSO  
AS PER JOANY HARMAN'S EMAIL DATED 2/8/13

3/12/13 - VP  
LINE 4 - ADD  
MAKING TOTAL PO AMOUNT \$214  
REQUESTED BY FLC BSO  
AS PER JOANY HARMAN'S EMAIL DATED 3/12/13

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Authorized Signature

*[Signature]* 03/13/13

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

FAX: (916) 568-3145

**PURCHASE ORDER NO  
CHANGE ORDER**

**B113643**

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AND CONDITIONS.*

Date	Revision	Page
10/31/2012	2 - 03/12/2013	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
752781 HANEY POONV	04ADMN	

**Vendor:** 0000010481  
FOLSOM LAKE COLLEGE  
BOOKSTORE  
10 COLLEGE PKWY  
FOLSOM CA 95630

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

**email:**

**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
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Sub Total Amount	214.00
Sales Tax Amount	0.00
Total PO Amount	214.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.WEXP	49320	00000	700P	6.83	2013
GENFD	5810	11	FL.VA.ITSV	67800	00000	041A	50.00	2013
GENFD	5810	11	FL.VI.AVSV	61900	00000	041A	50.00	2013
GENFD	7334	12	FL.VS.CARE	73240	00000	412A	107.17	2013

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

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Authorized Signature

*[Handwritten Signature]* 03/13/13

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## Change Order Request

PO # B113643

Request Date: 3/12/13

College/Dept: FLC

Vendor Name FLC BOOKSTORE  
(one PO per request)

Vendor #00000010481

Increase Blanket Purchase Order **ADD AS LINE# 4** by \$ **107.17**

**Description: FL.VS.CARE – UPS SHIPPING AND PACKAGE INSURANCE SERVICES  
BY FLC BOOKSTORE FOR\_MDSE RETURN PO#\_0001069832.**

**BUDGET: GENFD 7334 12 FL.VS.CARE 73240 00000 20130 412A**

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = **\$214.00**

Comments to be added: **Requested by FLC BSO**

OTHER:

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

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

**PURCHASE ORDER NO  
CHANGE ORDER**

**B113643**

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

Date	Revision	Page
10/31/2012	1 - 02/08/2013	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
752781 HANEY POONV	04ADMN	

**Vendor:** 0000010481  
FOLSOM LAKE COLLEGE  
BOOKSTORE  
10 COLLEGE PKWY  
FOLSOM CA 95630

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

**email:**

**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	FL.VA.ITSV - BLANKET PURCHASE ORDER FOR SHIPPING SERVICES BY FLC BOOKSTORE 7/1/12 - 6/30/13	1.00	EA	50.00	50.00	11/10/2012
2- 1	FL.VI.AVSV - BLANKET PURCHASE ORDER FOR SHIPPING SERVICES BY FLC BOOKSTORE 7/1/12 - 6/30/13	1.00	EA	50.00	50.00	11/10/2012
3- 1	FL.VI.WEXP - RETURN SHIPPING SERVICES BY FLC BOOKSTORE FOR_MDSE RETURN PO#_0001069770	1.00	EA	6.83	6.83	02/18/2013

**AUTHORIZED PERSONNEL:**

LINE# 1 - JEFF LEWIS, KAREN GILMER, KATHLEEN KIRKLIN  
LINE# 2 - DAVID HINDI, LINDA SANTORO, GARY HARTLEY

2/8/13 - VP  
LINE 3 - ADD  
MAKING TOTAL PO AMOUNT \$106.83  
REQUESTED BY FLC BSO  
AS PER JOANY HARMAN'S EMAIL DATED 2/8/13

Sub Total Amount	106.83
Sales Tax Amount	0.00
Total PO Amount	106.83

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
* GENFD	4300	12	FL.VI.WEXP	49320	00000	700P	6.83	2013 23
GENFD	5810	11	FL.VA.ITSV	67800	00000	041A	50.00	2013 41

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Authorized Signature

*[Handwritten Signature]*  
02/11/13

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# LOS RIOS COMMUNITY COLLEGE DISTRICT

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FAX: (916) 568-3145

**PURCHASE ORDER NO B113643**  
**CHANGE ORDER**

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Date	Revision	Page
10/31/2012	1 - 02/08/2013	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
752781 HANEY POONV	04ADMN	

Vendor: 0000010481  
FOLSOM LAKE COLLEGE  
BOOKSTORE  
10 COLLEGE PKWY  
FOLSOM CA 95630

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

email:

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
GENFD 5810 11	FL.VI.AVSV 61900 0000 041A	50.00		2013	22	

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## Change Order Request

PO # B113643

Request Date: 02/07/13

College/Dept: FLC

Vendor Name FLC BOOKSTORE  
(one PO per request)

Vendor #00000010481

Increase Blanket Purchase Order **ADD AS LINE# 3** by \$ 6.83

**Description: FL.VI.WEXP – RETURN SHIPPING SERVICES BY FLC BOOKSTORE  
FOR MDSE RETURN PO# 0001069770.**

**BUDGET: GENFD 4300 12 FL.VI.WEXP 49320 00000 2013 700P**

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = **\$106.83**

Comments to be added: **Requested by FLC BSO**

OTHER:

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



Shipment Receipt

*C/O*

Transaction Date: 07 Feb 2013

Tracking Number:

1Z74A7E90390712901

<b>1</b> Address Information		
<b>Ship To:</b> office relief, inc 516 McCormick street rma#60002574 SAN LEANDRO CA 945771108	<b>Ship From:</b> Flc Bookstore Folsom Lake College Bookstore 100 Scholar Way Folsom CA 95630 Telephone:916-608-6586	<b>Return Address:</b> Flc Bookstore Folsom Lake College Bookstore 100 Scholar Way FOLSOM CA 95630 Telephone:916-608-6586

*FLC BKST TR  
B-113643*

<b>2</b> Package Information			
Weight	Dimensions / Packaging	Declared Value	Reference Numbers
1. 2.0 lbs	Other Packaging		

<b>3</b> UPS Shipping Service and Shipping Options	
<b>Service:</b> Guaranteed By: <b>Shipping Fees Subtotal:</b> Transportation Fuel Surcharge	UPS Ground Service End of Day Friday, Feb 8, 2013 6.83 USD 6.35 USD 0.48 USD

<b>4</b> Payment Information	
Bill Shipping Charges to:	Shipper's Account 74A7E9
<b>A discount has been applied to the Daily rates for this shipment</b>	
<b>Total Charged:</b>	6.83 USD
<b>Negotiated Total:</b>	6.28 USD

Note: Your invoice may vary from the displayed reference rates.  
\* For delivery and guarantee information, see the UPS Service Guide. To speak to a customer service representative, call 1-800-PICK-UPS for domestic services and 1-800-782-7892 for international services.

**Responsibility for Loss or Damage**

Unless a greater value is recorded in the declared value field as appropriate for the UPS shipping system used, the shipper agrees that the released value of each package covered by this receipt is no greater than \$100, which is a reasonable value under the circumstances surrounding the transportation. If additional protection is desired, a shipper may increase UPS's limit of liability by declaring a higher value and paying an additional charge. UPS does not accept for transportation and shipper's requesting service through the Internet are prohibited from shipping packages with a value of more than \$50,000. The maximum liability per package assumed by UPS shall not exceed \$50,000, regardless of value in excess of the maximum. Claims not made within nine months after delivery of the package (sixty days for international shipments), or in the case of failure to make delivery, nine months after a reasonable time for delivery has elapsed (sixty days for international shipments), shall be deemed waived. The entry of a C.O.D. amount is not a declaration of value for carriage purposes. All checks or other negotiable instruments tendered in payment of C.O.D. will be accepted by UPS at shipper's risk. UPS shall not be liable for any special, incidental, or consequential damages. All shipments are subject to the terms and conditions contained in the UPS Tariff and the UPS Terms and Conditions of Service, which can be found at www.ups.com.

*add line #*

*6.83*

*GENFD4300 12 FL.VI.WEXP  
49320.00000.2013 700P*

*Prep BOR*

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

**PURCHASE ORDER NO**

**B113643**

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

<b>Date</b> 10/31/2012	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 752781 HANEY POONV	<b>Location / Dept</b> 04ADMN	

**Vendor:** 0000010481  
FOLSOM LAKE COLLEGE  
BOOKSTORE  
10 COLLEGE PKWY  
FOLSOM CA 95630

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

**email:**

**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	FL.VA.ITSV - BLANKET PURCHASE ORDER FOR SHIPPING SERVICES BY FLC BOOKSTORE 7/1/12 - 6/30/13	1.00	EA	50.00	50.00	11/10/2012
	2- 1	FL.VI.AVSV - BLANKET PURCHASE ORDER FOR SHIPPING SERVICES BY FLC BOOKSTORE 7/1/12 - 6/30/13	1.00	EA	50.00	50.00	11/10/2012

**AUTHORIZED PERSONNEL:**

LINE# 1 - JEFF LEWIS, KAREN GILMER, KATHLEEN KIRKLIN  
LINE# 2 - DAVID HINDI, LINDA SANTORO, GARY HARTLEY

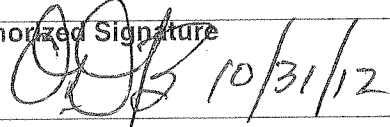
Sub Total Amount	100.00
Sales Tax Amount	0.00
Total PO Amount	100.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5810	11	FL.VA.ITSV	67800	00000	041A	50.00	2013
GENFD	5810	11	FL.VI.AVSV	61900	00000	041A	50.00	2013

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

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**Authorized Signature**  
  
10/31/12

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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.

# Los Rios Community College District

## Requisition

Page \_\_\_\_\_ of \_\_\_\_\_

Req. No. <b>752781</b>
P.O. NO.

Vendor Code	DATE _____
Approved	VENDOR <b>FLC BOOKSTORE</b>
Terms	ADDRESS _____
F.O.B.	CITY _____ STATE _____ ZIP _____
	PHONE _____ FAX _____

DELIVERY INSTRUCTIONS	
<b>04ADMN</b>	Location Code
<b>FLC</b>	Department
College/District Location	Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. <b>DO NOT USE A SECOND REQUISITION.</b>					
1	FL.VA. ITSV - Blanket Purchase Order for Shipping Services by FLC BOOKSTORE from 7/1/2012 - June 30, 2013	1	EA		50.00
2	FL.VI. AVSV - Blanket Purchase Order for Shipping Services by FLC BOOKSTORE from 7/1/2012 - June 30, 2013	1	EA		50.00

Purchases Charged to Categorical Programs, Grants or Special Projects		Sales Tax
This purchase is in compliance with the requirements of _____		
Program Name	Project/Grant Number	Total
Program Director/Coordinator Signature	For grants/special projects	100-
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.

REQUESTED BY: B. Haney TYPED/PRINT DATE: 10/22/12

REQUESTED BY: [Signature] SIGNATURE DATE: 10/22/12

AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE: 10/23/12

APPROVED: [Signature] VICE PRESIDENT, ADMINISTRATION DATE: 10/23/12

①

GENFD 5810/11 / FL.VA. ITSV

Bus. Unit	Account*	Fund	Org	
67800	0000	2012	041A	\$ 50-

Program Sub-Class BY Proj/Grnt Amount

GENFD 5810/11 / FL.VI. AVSV

Bus. Unit	Account*	Fund	Org	
61900	0000	2012	041A	\$ 50-

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 \_\_\_\_\_ Dept. \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_

Instructions on Reverse