

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

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

FAX: (916) 568-3145

**PURCHASE ORDER NO**

**0001072694**

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

LEASED EQUIPMENT \_ 3YR JULY 2012 - JUNE 2015

SERIAL#: 3176245

LOCATION: EDC MAIL ROOM\_04EDCB247

Date	Revision	Page
08/05/2013		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
767430 ANDREWSA POONV	04EDCB247	

**Vendor:** 0000004283  
 PITNEY BOWES INC  
 3775 NORTH FREEWAY BLD STE 100  
 SACRAMENTO CA 95834

**Ship To:** EL DORADO CENTER  
 RECEIVING  
 6699 CAMPUS DRIVE  
 PLACERVILLE CA 95667  
 United States

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

email:

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	SN: 3176245 LEASE AGREEMENT FOR DM300 POSTAGE MACHINE WITH 5 LB SCALE AT \$124.68 + \$9.36 SALES TAX PER MONTH MODEL# 3C01 INSTALLED 06/06/11 AT EL DORADO CENTER MAILROOM - 04EDCB247 7/1/13 - 6/30/14	1.00	LOT	1,608.48	1,608.48	05/01/2014

INCLUDES: EQUIPMENT, METER, MAINTENANCE, RESETS, PURCHASE POWER AND USPS UPDATES  
 INCLUDES: INTELLILINK INTERFACE AND SUBSCRIPTION, ACCOUNTING SOFTWARE AND INSTALLATION  
 7/1/11 - 6/30/12: 12 MOS @\$124.68 + 9.04 SALES TAX PER MO = \$1,496.16 - PO# 0001062546  
 7/1/12-12/31/12: 6 MOS @\$124.68 + 9.04 SALES TAX PER MO = \$802.32 - PO# 0001067728  
 1/1/13 - 6/30/13: 6 MOS @\$124.68 + 9.36 SALES TAX PER MO = \$804.24 - PO# 0001067728  
 7/1/13 - 6/30/14: 12 MOS @\$124.68 + 9.04 SALES TAX PER MO = \$1,608.48 - PO# 0001072694  
 7/1/14 - 6/30/15: 12 MOS @\$124.68 + 9.04 SALES TAX PER MO = \$1,608.48

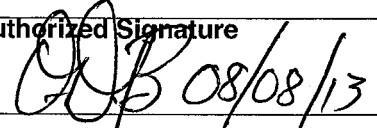
Sub Total Amount	1,608.48
Sales Tax Amount	0.00
Total PO Amount	1,608.48

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5601	11	FL.VA.ELDO	67900	00000	041A	1,608.48	2014

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.

## LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

### 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.







**OPTION C**

**LEASE AGREEMENT WITH FAIR MARKET VALUE ("FMV") PURCHASE OPTION**

Pitney Bowes Global Financial Services LLC will serve as a sub-contractor under EPS050076-A2-2 and will be the Lessor under such FMV Lease Agreements.

The pricing plan for the FMV Lease Plan is as follows:

*Monthly Billing:*

Term	Lease Rate
36	.0334
48	.0270
60	.0231

*Quarterly Billing:*

Term	Lease Rate
36	.1008
48	.0817
60	.0705

The terms and conditions are as follows:

- GENERAL.** All FMV Lease Option C Agreements (each referred to herein as "Lease") consist of the following terms and conditions in addition to the applicable terms and conditions of EPS050076-A2-2. By issuing a Purchase Order under this FMV Lease Option C, the Participating Agency is requesting that Pitney Bowes Global Financial Services LLC leases the referenced equipment (the "Equipment") for essential governmental purposes. Such Equipment does not include any referenced IntelliLink™ Control Center or postage meter, which remain the property of Pitney Bowes Inc. or one of its wholly owned subsidiaries. Any IntelliLink™ Control Center or postage meter is subject to the applicable USPS regulations and meter terms and conditions as may be provided by Pitney Bowes Inc.
- TERM.** Each Lease shall commence upon acceptance of the Equipment and shall continue until the earlier of (a) termination at Lessor's option upon the Participating Agency's failure to pay when due the amount required or failure to perform any other obligation hereunder or under EPS050076-A2-2, or (b) the occurrence of an event of non-appropriations or termination for Contractor default under EPS050076-A2-2, (c) cancellation or termination in accordance with paragraph 3 below, or (d) expiration of the term specified on the relevant Purchase Order and satisfaction by the Participating Agency of all obligations thereunder.
- CANCELLATION OR TERMINATION.** The Participating Agency intends to enter into a Lease for the entire agreed upon term and Lessor relies upon such represented intention when determining the applicable pricing plan. If the Participating Agency cancels or terminates a Lease prior to its expiration (other than for non-appropriations or Contractor default pursuant to EPS050076-A2-2), the Participating Agency shall pay a termination charge equal to the net present value of the monthly payments remaining through the completion of the term, discounted to present value at a rate of 6% per year.
- REMEDIES.** If the Participating Agency fails to pay when due any amount required, or fails to perform any other obligation under a Lease or under EPS050076-A2-2 and fails to cure the same within thirty (30) days of the Participating Agency's receipt of written notice thereof, Lessor may, at its option and without further demand or notice, take one or any combination of the following actions: terminate the relevant Lease, take possession of the relevant Equipment (and related meters), declare the entire amount of all lease payments, and other amounts due and to become due, for the then current fiscal period for which funds have been appropriated to be immediately due and payable, and pursue any other remedy permitted by applicable law.

# EL DORADO CENTER LOS RIOS COMMUNITY Potential Savings Statement

6699 CAMPUS DR  
PLACERVILLE, CA 95667  
00420026007 %CA 40

Potential Savings Opportunities	Estimated Annual Volume	Estimated Annual Savings
12 Month Free use of AddressrightNow™, our online address correction system		\$600
<b>Total Potential Savings</b>		<b>\$600</b>

Mail Volumes from 05/10-04/11 Mail Class	Total Pieces	Total Postage	Average Piece Price
First-Class Mail® Letters	87	\$42	\$0.48
First-Class Mail® Flats	44	\$56	\$1.27
First-Class Mail® Parcels	1	\$2	\$2.07
Priority Mail®			
Express Mail®			
Package Services	12	\$39	\$3.29
International			
Certified Mail™ Service			
First-Class Mail® Automation Letters and Flats			
First-Class Mail® Presort Letters and Flats			
Standard Mail Automation - Incl. Non Profit if Applicable			
Standard Mail Presort - Incl. Non Profit if Applicable			
Key In Postage - Not run through a class or category	565	\$248	\$0.44
Zero Postage - Usually for seal only or permit projects.	4		
<b>Total for Period 05/10-04/11</b>	<b>713</b>	<b>\$387</b>	<b>\$0.54</b>
<b>12 Months Meter Refills</b>		<b>\$1,400</b>	
<b>12 Month Estimated Permit Spend</b>			

TAX I.D.

94-1576340

\*Potential results on a number of factors and seasonal volume. The corporate logo, Priority Mail, Express Mail and USPS are trademarks of the United States Postal Service.

Results and should serve as examples only. Actual results may vary depending on factors stated in this model, including mix of mail classes, types of material, volume and frequency of mailings. Any potential results expressed or implied herein will actually be achieved. ©2007 Pitney Bowes Inc. Certified Mail, First-Class, Standard Mail, CASS, NCOALink, and Priority Mail are trademarks of the United States Postal Service.

SHIP TO:  
 EL DORADO CENTER  
 LOS RIOS COMMUNITY  
 COLLEGE DISTRICT



6699 CAMPUS DR  
 PLACERVILLE CA 95667-7744  
 ATTN: ADRIENNE ANDREWS  
 CUST PHONE: (530)344-5716

For questions concerning installation call 1-800-322-8000 ext 2229



0042265601

ORDER NUMBER <b>00422656</b>		P.O. NUMBER 999999	ID # <b>00420026007</b>	INSIDE DELIVERY YES	DIRECT TO CUSTOMER YES	ORDER TYPE CUSTOMER ORDER	PAGE Page 1 of 1
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METER LIC NO. 95667	PAYMENT AMOUNT \$0.00	TRANSFER POSTAGE	POSTAGE BY PHONE ACCT. <b>20524278</b>	POSTAGE BY PHONE ORDER NO. 422656
P.O. ZIP 95667		CITY/STATE/DIE REQUIREMENTS PLACERVILLE CA 95667	REP. NAME BYRNE, JAM	

*Byrne, Jam*  
 June 3, 2011

SHIPMENT SUMMARY

ORDER SUMMARY

ITEM	SERIAL NUMBER	QTY	ITEM	SERIAL NUMBER	QTY	ITEM	P/U SERIAL NUMBER	QTY	LN STA	ACCT PHYS	BOL	WT	EMA	I/A CD
G900		1	3C01		1	SBYY								
INSTALLABLE			INSTALLABLE			G900		1	04	0276 01	01			601
MP9G		1	G9SS		1	3C01		1	04	0276 01	04	36	Y	622
INSTALLABLE			INSTALLABLE			MP9G		1	04	0276 01	11	4	Y	622
						G9SS		1	04	0276 01	06			601
						G900		1	05	0368 01	01			340
						3C00		1	05	0368 01	04	36	Y	306
						G9SS		1	05	0368 01	06		Y	306
						MP9G		1	05	0253 01	11	4	Y	306

United States Postal Service  
**Postage Meter Activity Report**

Check One <input type="checkbox"/> Installation <input type="checkbox"/> Withdrawal	<input checked="" type="checkbox"/> Replacement	M <input type="checkbox"/> Ascom Hasler <input checked="" type="checkbox"/> Pitney Bowes	03 <input type="checkbox"/> Postalia 04 <input type="checkbox"/> Neopost	05 <input type="checkbox"/> Other
-------------------------------------------------------------------------------------------	-------------------------------------------------	------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------	-----------------------------------

**A. Reason for Meter Activity**

1. <input type="checkbox"/> New Meter	3. <input type="checkbox"/> Mechanical Failure (Not QAR)	4. <input type="checkbox"/> Question of Accurate Registration	5. <input checked="" type="checkbox"/> Model Change	6. <input type="checkbox"/> Fire/Flood	7. <input type="checkbox"/> Electronic Failure (Not QAR)	8. <input type="checkbox"/> Change of PO	9. <input type="checkbox"/> Cancellation
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10. Explanation/Description of Failure  
*MODEL change* *Contracts - TO P/4 NO BOX*

**B. Licensee Information**

1. Customer Name (As it appears on license certificate) <i>LOS RIOS College</i>	2. Licensing Post Office, City, State, and ZIP Code <i>PLACERVILLE CA 95667</i>
3. License Number (As it appears on license certificate)	4. Manufacturer Customer Account Number <i>00420026007</i>
5. Manufacturer Reference Only	

**C. Meter Location**

1. Street Address (No., street, suite no.) <i>6679 CAMPUS D-</i>	<b>Affix Sample Meter Strip (1 per copy) or Write in Information in the Spaces Below</b>	
2. City, State, ZIP + 4 <i>PLACERVILLE CA</i>	6. Name of Post Office/Classified Branch and State <i>PLACERVILLE CA</i>	
3. Contact Person Name <i>ADRIENNE ANDREWS</i>	4. Telephone Number <i>(530) 344-5716</i>	7. ZIP Code Designation <i>95667</i>
5. Contact Person Signature (Optional) <i>Adrienne</i>		8. Military APO/FPO

**D. Withdrawn Meter Information**

1. Model Number <i>3C00</i>	2. Date Withdrawn <i>6-6-11</i>
Type of Meter (Check one) <input checked="" type="checkbox"/> Decimal (.001) <input type="checkbox"/> Non-Decimal (.01) <input type="checkbox"/> CMRS <input type="checkbox"/> Penalty CMRS <input type="checkbox"/> Manual Set <input type="checkbox"/> Penalty Manual Set	3. Serial Number <i>3057502</i>
9. CMRS Account Number <i>20524278</i>	
10. Fed. Agency Code - Cost Code	
11. Locking Seal Number	

**E. Installed Meter Information**

1. Model Number <i>3C01</i>	2. Date Installed <i>6-6-11</i>
Type of Meter (Check one) <input checked="" type="checkbox"/> Decimal (.001) <input type="checkbox"/> Non-Decimal (.01) <input type="checkbox"/> CMRS <input type="checkbox"/> Penalty CMRS <input type="checkbox"/> Manual Set <input type="checkbox"/> Penalty Manual Set	3. Serial Number <i>3176245</i>
9. CMRS Account Number	
10. Fed. Agency Code - Cost Code	
11. Locking Seal Number	

**Register Readings at Time of Withdrawal**

12. Ascending Register <i>4670.18</i>
13. Descending Register <i>945.82</i>
14. Control Total
15. MATS Control Total

**Register Readings at Time of Installation**

12. Ascending Register
13. Descending Register
14. Control Total
15. MATS Control Total

**F. Refunded/Transferred Postage**

1. <input type="checkbox"/> Amount of Refund *	\$	Refund/Transfer Was <input checked="" type="checkbox"/> Issued	5. <input checked="" type="checkbox"/> Not Issued
2. <input type="checkbox"/> Amount of Transfer to Installed Meter	\$	Not Issued Reason 6. <input type="checkbox"/> Exceeds Local Limit	7. <input type="checkbox"/> Not Determined
3. <input checked="" type="checkbox"/> Amount of Credit to CMRS Account	\$ <i>945.82</i>	8. Refund Request Forwarded to USPS Office (City and State)	
		9. CMRS Account Number	10. CMRS Clear Code

11. \* If refund check is to be mailed to a location other than the meter location, enter that address here  
*COULD NOT REMOVE FUNDS*

**G. Manufacturer's Authorized Representative**

1. Telephone Number <i>800-222-8000</i>	3. Date <i>6-6-11</i>
2. Dealer/Branch Office Code <i>SACTO 073</i>	
The submission of a false, fictitious, or fraudulent statement can result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001)	
4. Signature of Manufacturer's Authorized Representative <i>M. DENOR</i>	

**H. Postal Service Representative**

1. Printed Name	5. Post Office, Station, or Branch Location
2. Title	
3. Signature	
4. Finance No.	



4-METER MANUFACTURER

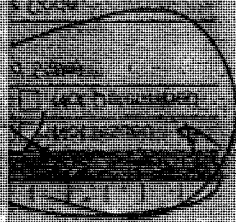


10/10/10

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2070 03  
600-33-2000

1. [unclear]  
2. [unclear]  
3. [unclear]  
4. [unclear]

Funds Report	Used: \$4670.180	JUN 06 2011 11:31P
	Available: \$946.820	Batch Count: 9339
	Total Pieces: 9339	Batch Value: \$4670.180
	Control Sum: \$5616.000	PBP Serial Number: 3057502



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96. [unclear]	96. [unclear]
97. [unclear]	97. [unclear]
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