

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

0001074758

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

Date 01/09/2014	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 730999 HARTK POONV		Location / Dept 04ADMN

Vendor: 0000030068
TRI-CITY TECHNOLOGIES
2615 DEL MONTE STREET
WEST SACRAMENTO CA 95691

Phone: (916) 503.5300
Fax: (916) 503.5310

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	PRINTING SERVICES, INCLUDING SALES TAX	1.00	LOT	630.39	630.39	01/23/2014
2- 1	MAIL SERVICES	1.00	LOT	303.80	303.80	01/23/2014

QUOTE 1/3/14

FOR PLAN AHEAD FLYER TO BE SENT TO 3,294 HIGH SCHOOL SENIORS

Sub Total Amount	934.19
Sales Tax Amount	0.00
Total PO Amount	934.19

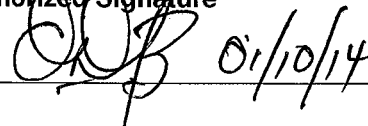
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4501	11	FL.VA.PISO	67100	00000	051C	934.19	2014

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.

Los Rios Community College District

Requisition

Page _____ of _____

Req. No. 730999
P.O. NO. _____

Vendor Code	DATE <u>1/3/14</u>
Approved	VENDOR <u>Tri-City Technologies</u>
Terms	ADDRESS <u>2615 Del Norte Street</u>
F.O.B.	CITY <u>West Sacramento</u> STATE <u>CA</u> ZIP <u>95691</u>
PHONE <u>916-503-5300</u> FAX <u>916-503-5310</u>	

DELIVERY INSTRUCTIONS	
<u>024ADMM</u> Location Code	<u>PLSO</u> Department
College/District Location <u>FOLC</u>	Department <u>PLSO</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.					
1	Printing services (inc. sales tax)				630.39
2	Mail services				303.80
3					
4	(See Plan Ahead Flyer to be sent				
5	to 3,294 high school seniors)				
6					
7	*Quote attached*				
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects This purchase is in compliance with the requirements of _____		Sales Tax
Program Name _____ For grants/special projects	Project/Grant Number _____	Total <u>934.19</u>
Program Director/Coordinator Signature _____		
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: Kristy Harl TYPED/PRINT DATE 1/3/14
 REQUESTED BY: Kristy Harl SIGNATURE DATE 1/3/14
 AUTHORIZED: Deanna Beckler DEAN OR AUTHORIZED SIGNATURE DATE 1/3/14
 APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

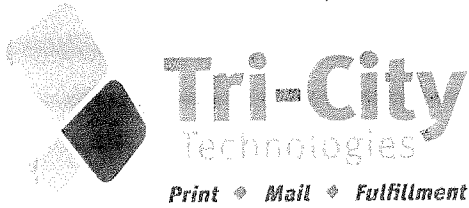
GENFD/ 4501 / 11 / FL VA. PLSO
 Bus. Unit Account * Fund Org
67100100000 / 2014 / 051C \$ 934.19

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



QUOTATION

Proposed To: Folsom Lake College

Date: 01/03/14

Copy/Print Services:

Qty: 3294 Each

8.5 x 11, 4/1
#10 Regular Env, 1/0

Cost: 581.00

+ Sales tax (only on printing) 49.39 / = 630.39

Mail Services:

Qty: 3294

Data, CASS/NCOA, Folding, Inserting, Delivery to
Folsom USPS

Cost: 303.80

Total:
930.19

Estimated Postage: First Class Presort @ .433 Each
Estimated Postage: Non-Profit Presort @ .202 Each

Cost: 1426.30*

Cost: 665.38*

*Postage Rates Increase Effective 1/26/14 estimated increase for bulk mail is 6.0% per USPS

Special Note: All postage must be received at TCT or deposited with USPS **PRIOR** to the drop of mail.

Terms:

ON NEW ACCOUNTS: 50% deposit with balance due prior to delivery.
ON OPEN ACCOUNTS: 2% 10, Net 30, from date of invoice. A service charge of 1 1/2 % per month will be charged on the unpaid balances 30 days after month of invoice. (18% annual rate.)
*NOTE: Plus applicable California Sales and Use Tax.

Customer:

Acceptance of this quotation is an agreement between Tri-City Technologies and the undersigned and is subject to our standard terms and conditions which appear on the reverse. Buyer agrees that in an event suit is necessary to recover payment of the purchase price, buyer will pay seller's attorney fees and costs, including attorney fees for appeal.

Quotation Subject to change after 30 days.

By

Kristi Miller
(Client Signature)

By Kristi Miller

Tri-City Technologies

Selected
Vendor -
lowest price +
past experience



DOME Printing Manufacturing Proposal

800.343.3139 / Fax: 916.923.9310 / www.DOMEprinting.com / 340 Commerce Circle / Sacramento, CA 95815

PROPOSAL SUBMITTED TO: Folsom Lake College
CONTACT NAME: Kristy Hart

DATE: 1/3/2014

ISSUE #: 220817

QUOTE ID #: AHMA-130ROAL

QUOTE NAME: Flyer + #10 OE + mail

DESCRIPTION:

FINISHED SIZE: 3.65" x 11"

PRE-MEDIA: CLIENT TO SUPPLY: Native files

DOME TO PROVIDE: Forms, Epsons & InSite

DESIGN SERVICES: No

FLAT SIZE: 8.5" x 11"

PRESS: Flyer: 4cp / 1

#10 envelope: 1 / 0

DIGITAL PRINTING:

DIGITAL INSTRUCTIONS:

PAPER: Flyer: 80# U velvet book

#10 envelope: Std white wove

FSC: N

PCW %:

BLEEDS: Yes

COVERAGE: 4 (1 indicates Low, 5 indicates High)

CROSSOVERS: N

PRESS CHECK: N

BINDERY: Flyer: trim, letter fold insert into #10 envelope.
#10 envelope, stage for mailing.

MAILING SERVICES: Presort, address & mail

ADDRESS PROOFS: Digital proofs

INSERTING: Insert into an envelope

TABBING:

MERGE/PURGE: Y

PACKAGING: stage for mailing

SHIPPING: Dome to Folsom post office.

MAIL QUANTITY: 3294

MAIL CLASS: Non-profit

MAIL CATEGORY: Letter

MAIL TRACKING:

PERMIT NUMBER: 41

NCOA: Y

UPS and FedEx charges, if any, will be billed additionally. Shipping charges in excess of \$500 will be billed COD.

	Quantity	Price (\$)
Flyers	3,300	Price: \$1,325.00 + Mail servs: \$424.00 + \$1,749.00 price does not include sales tax or postage.
#10 envelopes	3,300	

Credit Terms: Net 30 days

Quoted prices do not include sales tax

and are subject to revision due to changes in said costs. All quotations are subject to a review of the final art. If applicable, postage is this proposal within 30 days will constitute a valid order to perform the work above. A quotation not accepted within 30 days may be contingencies such as fire, water, theft, vandalism, acts of God, and other causes beyond the provider's control. Canceled orders DOME Printing is not responsible for loss or damage to archived job files after delivery of final product. TERMS: Any modifications, s current rates, including all work performed in addition to the original specifications. By signing this proposal, the purchaser agrees y of this document, please download at: <http://www.domeprinting.com/termsandconditions.pdf>

PURCHASER'S SIGNATURE: _____ DATE: _____

Additional quotes



www.agranchocordova.com 916.221.4333
 Alphagraphics 3055 Sunrise Blvd, Suite 7
 Karlan Cordova, CA 95742



increase your reach

E-Estimate

Folsom Lake College
 10 College Parkway
 Folsom CA 95630
 Kristy Hart
 Phone: (916) 608-6993
 E-mail: hartk@flc.losrios.edu

No. **E#2716**
 Date 1/3/2014

Quantity	Description of Services	Estimated Price
3,294	Flyer - 8.5 X 11 - 4/1 - 60# Opaque.	933.12
	3,294 Machine Folding	120.29
3,294	#10 Regular Envelope - Black Ink Only	220.16
	Mailing Services	
	Mailing Services Setup Charge	35.00
1	Ink Jet Printing	15.00
3,294	Insert & Seal One Piece	98.82
	Deliver to Post Office	10.00
	Postage not included.	

Ship Via: Deliver
 Wanted:

Sales Rep: Shawn
 Taken by: Usha
 Account Type: COD

Thank you for the opportunity to earn your business. We believe you will find our services competitive with others who use the same high quality materials and professionals as we do. If I can answer any questions about this proposal, please let me know. I look forward to beginning your project.



SCS-COC-001503

Sub Total: 1,432.39
 Tax: 114.60
 Shipping:
 Total: 1,546.99

follow us on:





Handcrafted.
Technology Driven.

A CONSOLIDATED GRAPHICS COMPANY



January 3, 2014 Est# 73460
hartk@flc.losrios.edu 916-608-6993

Proposal For: Kristy Hart, Folsom Lake College	
Title	Folsom Lake College Mailing
Description	Printed insert
Size	Flyer is 8.5 x 11. Envelope is standard #10
Paper & Ink	Flyer is 4/1 on 70# Matte Text Envelope is 1/0 on 24# White Wove
Proofs Furnished	PDF PDF
Finishing	Fold flyer and insert into #10 Seal, sort, ink jet & mail
Packaging Freight	PSP to mail FOB Origin
(+/- 0%) Quantity	3,294
Price	\$1,465.00

Bleeds: No Bleeds or Crossovers

Thank you

Pete Bachelor
Pacific Standard Print

Accepted by: Kristy Hart for Folsom Lake College X _____ Date

Terms of sale: Net, cash, 30 days from date of invoice on approved credit. The attached terms & conditions are a material part of this quotation and include a limited warranty, disclaimers of warranties, and a limitation of customer's damages and remedies. Acceptance of this offer shall include acceptance of all of the terms & conditions. All applicable taxes will be added to the prices herein. Prices are subject to change based on availability of materials, press time and current price of paper. Quotations over 30 days old are subject to review. Record # PB-24838



print & mail

Job Estimate

1/2/2014

Kristy Hart
Folsom Lake College

hartk@flc.losrios.edu

Quantity	Item	Unit	Total
	Setup one customer provided data table from standard formats.		25.00
3,294	Flyers: 8.5 x 11, Bleeds, 4/1, 80# Dull Book Pre-press, Stock, Press, Plates, Ink, Trim		505.00
3,294	Envelopes: #10 Regular, 1 PMS/0, 24# White Wove Pre-press, Stock, Press, Plates, Ink		123.00
3,294	InkJet Address Envelopes	0.0280	92.23
3,294	Insert 1 into #10	0.0250	82.35
3,294	Z-Fold Flyers (I would prefer to letter fold these.)	0.0050	16.47
3	Setup Inkjet, Folder and Inserter	10.0000	30.00
	Shipping to Folsom PO (Note: Postage would be less and this charge would not apply, if we drop down here and use our permit number.)		75.00
Print, Mail and List Charges:			949.05

Estimates good for 30 days based on specs provided. Above does not include tax, shipping, or postage unless so indicated. Actual postage costs will be determined prior to drops and are always due prior to processing. Terms are COD unless otherwise stated. Pricing reflects a cash/check discount of 4% of total invoice

Haney, Brenda

From: Hart, Kristy
Sent: Friday, January 24, 2014 3:09 PM
To: Raines, Christopher
Cc: Haney, Brenda
Subject: FW: Create receiver for PO #0001074758 (Tri-City Technologies)

Hi Chris,

Please create a receiver for PO #0001074758 (Tri-City Technologies). The project has been completed.

Thanks,
Kristy

See attached

From: Haney, Brenda
Sent: Friday, January 24, 2014 3:06 PM
To: Hart, Kristy
Subject: FW: Create receiver for PO #0001074758 (Tri-City Technologies)

Kristy -
Email all RECEIVING requests to Chris Raines and Cc BSO (me).

Thank you,
Brenda Haney
Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Hart, Kristy
Sent: Friday, January 24, 2014 3:00 PM
To: Haney, Brenda
Subject: Create receiver for PO #0001074758 (Tri-City Technologies)

Hi Brenda,

Please create a receiver for PO #0001074758 (Tri-City Technologies). The project has been completed.

Is there anyone else I need to email with Don out?

Thanks,
Kristy

Kristy Hart
Public Relations Technician
Public Information Services Office - Folsom Lake College
916-608-6683