

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

**PURCHASE ORDER NO 0001075129**

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

<b>Date</b> 02/26/2014	<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> 1005857 MOORE-PASTH POONV KP		<b>Location / Dept</b> 04ADMN PIO

**Vendor:** 0000001554  
 DOME PRINTING  
 340 COMMERCE CIRCLE  
 SACRAMENTO CA 95815

**Phone:** (800) 343-3139  
**Fax:** (916) 923-9310

**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	FOLSOM LAKE COLLEGE VIEWBOOK CATALOG 4,000 TOTAL 12 PAGE SELF COVER ALBUM STYLE TRIM, SCORE, FOLD, SADDLE STITCH INSERT INTO ENVELOPE	1.00	JOB	2,612.00	2,612.00	03/12/2014
2- 1	9X12 INCH CATALOG ENVELOPES 4,000 TOTAL	1.00	JOB	580.00	580.00	03/12/2014
3- 1	MAILING SERVICES POSTAGE NOT INCLUDED	1.00	JOB	685.00	685.00	03/12/2014

QUOTE AHMA-13BOEXW DATED 01/17/2014  
 QUOTE AHMA-13E7YCB DATED 02/05/2014

<b>Sub Total Amount</b>	3,877.00
<b>Sales Tax Amount</b>	310.16
<b>Total PO Amount</b>	4,187.16


BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4501	11	FL.VA.PISO	67100	00000	051C	4,187.16	2014

0001005857KIRKLINK11-FEB-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**  
 3/3/2014

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.

# Requisition

**Vendor:** DOME PRINTING  
 340 COMMERCE CIRCLE  
 SACRAMENTO CA 95815  
 United States

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630

<b>Business Unit:</b> GENFD		<b>APPROVED</b>
Req ID:	Date	Page
0001005857	02/11/2014	1
<b>Requester</b>		<b>Bldg#</b>
Holliday Moore-Past		PIO
<b>Requester Signature</b>		
Buyer: Vivian Poon		
Approved: KIRKLINK 11-FEB-2014		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	FOLSOM LAKE COLLEGE VIEWBOOK CATALOG 4,000 TOTAL 12 PAGE SELF COVER ALBUM STYLE TRIM, SCORE, FOLD, SADDLE STITCH INSERT INTO ENVELOPE	1	JOB	2,612.00	2,612.00	02/25/2014
2-1	9X12 INCH CATALOG ENVELOPES 4,000 TOTAL	1	JOB	580.00	580.00	02/25/2014
3-1	MAILING SERVICES POSTAGE NOT INCLUDED	1	JOB	685.00	685.00	02/25/2014

Total Requisition Amount: 3,877.00

QUOTE AHMA-13BOEXW \$3,192  
 FOR VIEWBOOK AND ENVELOPES  
 QUOTE AHMA-13E7YCB \$ 685  
 FOR MAILING SERVICES  
 TAX: \$ 255.36  
 PO TOTAL \$4,132.36

BACK UP DOCUMENTATION FORWARDED VIA INTERCAMPUS MAIL

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	4501	11	FL.VA.PISO	67100	00000	051C	3,877.00

Approval Signature	Approval Signature	Approval Signature
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# 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:** Jennifer McLane

**DATE:** 1/17/2014

**ISSUE #:** 221520

**QUOTE ID #:** AHMA-13B0EXW

**QUOTE NAME:** Folsom Lake College Viewbook, 80 cover

**DESCRIPTION:** 12 page self cover "Album Style"

**FINISHED SIZE:** 11" x 8.5"

**PRE-MEDIA:** CLIENT TO SUPPLY: Press-ready PDF

**DOME TO PROVIDE:** Forms, Epsoms & InSite

**DESIGN SERVICES:** No

**FLAT SIZE:** 22" x 8.5"

**PRESS:** catalog: 4cp + aq /same (bleeds)

Envelope: 1 PMS / 0 (no bleeds)

**DIGITAL PRINTING:**

**DIGITAL INSTRUCTIONS:**

**PAPER:** Catalog: 80# Jefferson Spirit Cover book  
Envelope: white wove catalog

**FSC:** N

**PCW %:**

**BLEEDS:** See Press Info

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

**CROSSOVERS:** N

**PRESS CHECK:** N

**BINDERY:** catalog: trim, score, fold, saddle stitch on 8.5" side, will insert into envelope  
envelope: rebox

**MAILING SERVICES:** N/A

**ADDRESS PROOFS:**

**INSERTING:**

**TABBING:**

**MERGE/PURGE:** N

**PACKAGING:** catalog: shrink wrap convenient, carton pack  
envelope: rebox

**SHIPPING:** Dome to Folsom Lake College

**MAIL QUANTITY:**

**MAIL CLASS:**

**MAIL CATEGORY:**

**MAIL TRACKING:**

**PERMIT NUMBER:**

**NCOA:** N

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

	<u>Quantity</u>	<u>Price (\$)</u>
ViewBook	4,000	Catalog: \$2,612.00
9" x 12" catalog envelopes	4,000	Envelopes: \$580.00
		Total: \$3,192.00

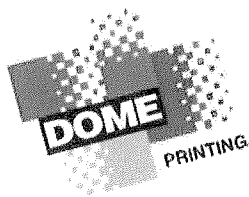
**Credit Terms:** Net 30 days

Quoted prices do not include sales tax

The quoted prices are based on current labor and materials costs 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 additional and due prior to mailing. **REMARKS:** Your acceptance of this proposal within 30 days will constitute a valid order to perform the work above. A quotation not accepted within 30 days may be changed. Acceptance of an order is subject to credit approval and contingencies such as fire, water, theft, vandalism, acts of God, and other causes beyond the provider's control. Canceled orders require compensation for incurred costs and related obligations. DOME Printing is not responsible for loss or damage to archived job files after delivery of final product. **TERMS:** Any modifications, alterations or corrections will be charged additionally at the provider's current rates, including all work performed in addition to the original specifications. By signing this proposal, the purchaser agrees to DOME's "Terms and Conditions." If you do not have a current copy of this document, please download at: <http://www.domeprinting.com/termsandconditions.pdf>

**PROPOSAL SUBMITTED BY:** Jeff Major

**PURCHASER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# 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: Jennifer McLane

DATE: 2/5/2014

ISSUE #: 222507

QUOTE ID #: AHMA-13E7YCB

QUOTE NAME: Folsom Lake College Viewbook Mailing

DESCRIPTION: Mail

FINISHED SIZE: mail

FLAT SIZE:

PRE-MEDIA: CLIENT TO SUPPLY: See Notes

PRESS: no print

DOMESTIC TO PROVIDE: See Notes

DESIGN SERVICES: No

### DIGITAL PRINTING:

### DIGITAL INSTRUCTIONS:

PAPER: supplied

BLEEDS: See Press Info

COVERAGE: See Press Info (1 indicates Low, 5 indicates High)

FSC: N

CROSSOVERS: N

PCW %:

PRESS CHECK: N

BINDERY: pick supplied pieces

MAILING SERVICES: Presort, address & mail

MAIL QUANTITY: 3146

ADDRESS PROOFS: Inkjet proofs

MAIL CLASS: 1st

INSERTING: Insert into an envelope

MAIL CATEGORY: Flat

TABBING: N/A

MAIL TRACKING: None

MERGE/PURGE: Y

PERMIT NUMBER:

PACKAGING: Tray for mailing

NCOA: Y

SHIPPING: Dome to Folsom Post office

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

	Quantity	Price (\$)
Mail	3,146	Mailing services postage not included Price: \$685.00

Credit Terms: Net 30 days

Quoted prices do not include sales tax

The quoted prices are based on current labor and materials costs 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 additional and due prior to mailing. **REMARKS:** Your acceptance of this proposal within 30 days will constitute a valid order to perform the work above. A quotation not accepted within 30 days may be changed. Acceptance of an order is subject to credit approval and contingencies such as fire, water, theft, vandalism, acts of God, and other causes beyond the provider's control. Canceled orders require compensation for incurred costs and related obligations. DOME Printing is not responsible for loss or damage to archived job files after delivery of final product. **TERMS:** Any modifications, alterations or corrections will be charged additionally at the provider's current rates, including all work performed in addition to the original specifications. By signing this proposal, the purchaser agrees to DOME's "Terms and Conditions." If you do not have a current copy of this document, please download at: <http://www.domeprinting.com/termsandconditions.pdf>

PROPOSAL SUBMITTED BY: Jeff Major

PURCHASER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

2014 Viewbook - Printing Quotes

Name	Company	Book: 80# cover	Book: 60# text	Envelope	Total Printing	Mailing	Notes
Tom Bright	Industrial Printing		\$2,100	\$400	\$2,500		MIA. Did not return emails or answer follow-up questions.
Jeff Major	Dome Printing		<del>\$2,216</del>	\$580	\$2,796		
Jeff Major	Dome Printing	\$2,780		\$580	\$3360 - 5% discount = <b>\$3192</b>	\$685	Extremely responsive; all calls and emails answered promptly. Samples sent promptly. After the first round of quotes, we determined 60# paper is too thin so I asked for a new quote on 80# cover paper. Jeff gave us a 5% discount on the new total price.
Kellie Melby	Commerce Printing		n/a	n/a			Slow to answer; would not send a quote over email.
Usha Dalta	Alpha Graphics		\$3,457	\$683	\$4,140		Slow to email back.
Charlie Anderson	Think		\$2,130	\$570	\$2,700		Responsive. Mis-sent an email, confused me with another client.
Pete Bachelor	Pacific Standard Print				\$2,995	\$868	Sent quote promptly but no followup.
Tim Furdek	Quad Graphics		n/a	n/a	n/a		Went through corporate site & discovered their W. Sac press only prints newspapers.

Booklet:

Quantity: 4000

4-color, double-sided

12 pages, saddle-stitched

Paper stock: 60# text/80# cover, matte or eggshell (very low or no gloss)

Full bleeds every page

Bleed size (per spread): 9 x 22.5"

Finished booklet size (folded, stapled): 8.5 x 11"

No spot varnish, fold-outs, or die cuts

Envelope:

Quantity: 4,000

standard white 9x12"

Logo & return address printed in 1-color (PMS 314)

**Jackson, Don**

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**From:** Hart, Kristy  
**Sent:** Friday, February 28, 2014 1:30 PM  
**To:** Jackson, Don  
**Cc:** Raines, Christopher; Haney, Brenda  
**Subject:** RE: PO # 0001075129

*Dome Printing*

Please create a receiver for PO #0001075129. The mailed copies dropped at the Folsom Post Office and extra copies delivered to FLC. This completes the project.

Thank you!  
Kristy

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**From:** Jackson, Don  
**Sent:** Thursday, February 27, 2014 3:07 PM  
**To:** Hart, Kristy  
**Cc:** Raines, Christopher  
**Subject:** PO # 0001075129

FYI, you have five and a half cases of FLC viewbooks and three cases of 9 X 12 inch envelopes stored in the warehouse.

Donald Jackson  
FLC Receiving  
(916) 608-6994

*1st RCVR - 0001064067  
2nd RCVR - 0001064078*

*Waf  
Feb. 28, 2014*

# PACKING LIST

**Packing list number:** 79821

**Date shipped:** 2/25/2014

**Ship to:**

Folsom Lake College  
 10 College Parkway  
 Folsom Ca 95630  
 UNITED STATES

**Shipped from:**

DOME Printing  
 340 Commerce Circle  
 Sacramento, CA 95815  
 UNITED STATES

Attention: Jennifer McLane  
 530-400-1253

(916)923-3663

**Via:** Dome Truck

**Shipping terms:** Prepaid

**Delivery instructions:** Deliver by 2/26/2014

Quantity	Cartons	Skids	Description	Our reference
1,300	3	0	ENVELOPES 9x12 PO: TK  <div style="text-align: center; font-family: cursive;">                         PO # 0001075129                          RCVR: 0001064067                          Def                          Feb. 27, 2014                     </div>	Job: 69333

**Total shipment:**

<b>Count</b>	<b>Cartons</b>	<b>Skids</b>	<b>Weight</b>
1,300	3	0	0

**Shipped by:**                     Rick                    

**Received by:** \_\_\_\_\_

**Received on:** 2/27/14  
2:48pm