

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3065  
 FAX: (916) 568-3145

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

0001075531

PP

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

<b>Date</b>	<b>Revision</b>	<b>Page</b>
03/18/2014	1 - 04/03/2014	1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Metho
<b>Reference:</b>	<b>Location / Dept</b>	
768137 METCALFL JA POONV	04VAPA2261	

**Vendor:** 0000003773  
 MUSICIAN'S FRIEND, INC.  
 PO BOX 7479  
 WEST LAKE VILLAGE CA 91359

**Phone:** (866) 543-0750  
**Fax:** (800) 421-5174

**email:** Kelly.Johnson@musiciansfriend.com

**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	UPDATE PROPELLERHEAD REASON 7 SCHOOLS/INSTITUTIONS EDU 10-PACK #J0062800000000	1.00	EA	1,999.99	1,999.99	03/25/2014

4/3/14 ADD 8% SALES TAX NEW TOTAL \$2,159.99 PER J HARMAN. VP

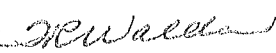
<b>Sub Total Amount</b>	1,999.99
<b>Sales Tax Amount</b>	160.00
<b>Total PO Amount</b>	2,159.99

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5603	12	FL.VI.VTEA	10050	00000	316C	2,159.99	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**  
  
 4/7/2014

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.

STANDARD PO - CHANGE ORDER REQUEST

One Purchase Order per Form

Submitted 4/2  
Pndg Blinc

PO#: 0001075531

REQUEST DATE: 4/2/2014

COLLEGE: FLC

VENDOR NAME: MUSICIAN'S FRIEND INC

VENDOR#: 3773

ADD 8% SALES TAX TO PO \_ \$160.00

BUDGET: GENFD 5603 12 FL.VI.VTEA 10050 00000 316C

CLOSE REMAINING BALANCE ON PO.

CANCEL PO LINE(s) # [ ] LINE DESCRIPTION [ ]

(Items that have been received or invoiced may not be cancelled)

INCREASE QTY ON LINE#: [ ] BY: [ ] BUDGET#: [ ]

DECREASE QTY ON LINE#: [ ] BY: [ ] BUDGET#: [ ]

CHANGE UNIT PRICE ON LINE# [ ] TO: [ ]

CHANGE DESCRIPTION ON LINE#: [ ] TO: [ ]

CHANGE BUDGET CODE ON: ALL LINES  or List Specific LINE#(s) Here: [ ]

Enter new budget code: [ ]

ADD THE FOLLOWING NEW LINE ITEMS TO THE PURCHASE ORDER:

QTY: [ ] UOM: [ ] UNIT PRICE: [ ] EXT'D TOTAL: [ ]

DESCRIPTION: [ ]

NEW PO TOTAL = \$2,159.99

PO COMMENTS: [ ]

REQUESTED BY: FLC BSO

DEPT: MUSIC/AREA 7

DO NOT SEND CHANGE ORDER TO VENDOR - (For BSO Use Only)

Email Completed Standard PO Change Order Form to FLC BSO Attn: Brenda Haney at [hanevb@flc.losrios.edu](mailto:hanevb@flc.losrios.edu) (Must be emailed as an attachment, Do Not paste into body of email).

## 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

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

## Requisition

FLC BUSINESS SERVICES

Req. No. <span style="font-size: 1.2em;">768137</span>
P.O. NO.

Vendor Code <span style="font-size: 1.2em;">3113</span>
Approved
Terms
F.O.B.

DATE 01/21/2013

VENDOR Musician's Friend, Inc 2011 FEB 20 P 2: 26

ADDRESS P.O. Box 7479

CITY Westlake Village STATE CA ZIP 91359

PHONE (800) 849-9128 FAX (801) 570-9532

DELIVERY INSTRUCTIONS	
<u>04VAPA 2261</u>	
Location Code	
<u>FLC</u>	<u>AREA07</u>
College/District Location	Department
<u>Instruction</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	<u>Reason 7 Update Propeller head</u>				
2	<u>Edu 10 Pack</u>	1	EA		1999.99
3	<u>MARTIN Guitar Strings 6 Pack</u>	2		29.99	59.98
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		<u>VTEA</u>	Sales Tax
This purchase is in compliance with the requirements of _____		Program Name <u>316C</u>	<b>Total</b> <span style="font-size: 1.5em;">1999.99</span>
<u>Jim Harrell</u> For grants/special projects		Project/Grant Number	
Program Director/Coordinator Signature <u>VTEA Commercial Music 10050</u>			
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: Larry Metcalf 01/21/2013  
 TYPED/PRINT DATE

REQUESTED BY: [Signature] 01/21/2013  
 SIGNATURE CH DATE

AUTHORIZED: [Signature] 2/5/14  
 DEAN OR AUTHORIZED SIGNATURE DATE

APPROVED: [Signature] 3/7/14  
 VICEPRESIDENT ADMINISTRATION DATE

Bus. Unit	Account*	Fund	Org	
<u>10050</u>	<u>0000</u>	<u>2014</u>	<u>316C</u>	\$ <u>1999.99</u>
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**



**GET IT FAST & GET IT FREE**  
with no minimum purchase\*

Need Help?

Ask our Experts or call 877-514-5686

Private Reserve Guitars 866-926-1923

**12 MONTH FINANCING AVAILABLE\* OFFER EXPIRES MARCH 31** [Learn More](#)

Home Pro Audio Music Software Music Production Software

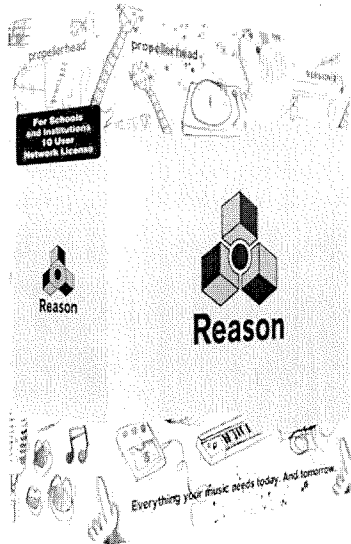
Alerts Print

### propellerhead Propellerhead Reason 7 Schools/Institutions EDU 10 Pack

0 Reviews | Write a Review

SKU #J0062800000000

Rebate



#### Overview

- Included instruments
- Kong Drum Designer
- Thor polysonic synthesizer

#### Description & Specs

MSRP:.....\$2,800.42.  
 Your Savings.....\$800.43.

Free Shipping

Flexible Financing

Price Match

Satisfaction Guarantee

Your Price:

**\$1,999<sup>99</sup>**

Seen a Lower Price?

Qty:  In Stock & Ready To Ship

+ Add to Wish List



Free Rhythm Combo Sound Library with Reason 7  
 Buy Reason and get the Reason Electric Bass and Reason Drum Kits ReFills for FREE - a \$179 value!  
 See Details

Like



See All Propellerhead Music Production Software

Rebate

Images (1)

Also consider

Also Consider

similar products

accessories

more from this brand



5744339

PHONE: 800-776-5173

Pick Area: 380

LPN: M025744339

33



**BILL TO:**  
LOS RIOS COMMUNITY COLLEGE DIST  
1919 SPANOS COURT  
SACRAMENTO, CA 95825

**SHIP TO:**  
FOLSOM LAKE COLLEGE  
10 COLLEGE PARKWAY  
ATTN: RECEIVING PO# 0001075531  
FOLSOM, CA 95630

**WARRANTY INFORMATION:** If you purchased a warranty, please visit <https://www.productassist.com/goldcoverage/terms> for information. To protect your investment with one of the best coverage plans in the industry, please give us a call within 30 days of your original purchase.

Tax ID # 93-1235414

Box Type: 30

FOLSOM LAKE COLLEGE

NONRET NON-RETURNABLE ITEMS INCLUDED: 49

This Order may have other items that will ship separately

PO# 0001075531

WHSE. LOC.	QTY.	ITEM NO.	DESCRIPTION
351001C	1	J0062600000000	Reason 7 Schools/Institutions EDU 10 Pack Regular

*RCVR: 0001064471*  
*Def*  
*Apr. 4, 2014*

RETURN LABEL (RA# - )

ORDER # S16483728PL23592313

- Please read our return instructions on the reverse side.
- Stringed instruments priced at \$1,999.00 or more must be returned within 10 days of shipment.
- Returned bows are assessed a \$4.00 restocking fee. Instruments priced over \$3000.00 are assessed a \$20.00 restocking fee.
- All returned woodwind and brass instruments incur a \$10.00 sanitization fee. Returned mouthpieces priced over \$300.00 incur an \$8.00 sanitization fee; the fee for mouthpieces under \$300.00 is \$4.00.
- The following items are returnable only if defective OR unopened/unused: strings, reeds, software/soundware, tubes, earbuds, earplugs, recorders, tin whistles, flutophones, "world" wind instruments, harmonicas, raw-frame speakers, drumheads, drumsticks, turntable cartridges, fog fluid, clothing/footwear, body jewelry, cassettes, CDs, DVDs, videos, cleaners, polishes and polishing cloths.
- Software/soundware, cassettes, CDs, DVDs and videos may be returned for credit only if they are in their original, sealed packaging. If defective, these items will only be exchanged for the same product.
- All other returns must be made within 45 days of shipment.
- Use return label.
- Pack carefully and insure contents.
- Obtain a tracking number.



FOLSOM LAKE COLLEGE  
10 COLLEGE PARKWAY  
ATTN: RECEIVING PO# 0001075531  
**SHIP TO:**  
MUSIC AND AUDIO DISTRIBUTION  
4005 N NORFLEET  
KANSAS CITY, MO 64161-9231