

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

PURCHASE ORDER NO B114206
CHANGE ORDER

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

Date	Revision	Page
07/22/2013	1 - 03/31/2014	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
767239 S CLARK POONV	04EDCB	

Vendor: 0000003104
 LAKE TAHOE COMMUNITY COLLEGE
 ONE COLLEGE DRIVE
 SOUTH LAKE TAHOE CA 96150

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

email:

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

DO NOT SEND TO VENDOR

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	BLANKET PURCHASE ORDER - ROUND 5 GOVERNOR'S CAREER TECHNICAL INITIATIVE SB-70 SUB-AWARD FUNDS FOR FIRE TECH, INSTRUCTIONAL EQUIPMENT, COMMERCIAL MUSIC AND STIPENDS 7/1/13 - 2/28/14	1.00	EA	16,819.37	16,819.37	05/01/2014

PER MOU SIGNED 4/26/12 & 6/4/12 FOR \$53,000 EXPENDED \$36,174.46 IN 12/13 AND REMAINING \$16,825.54

AUTHORIZED PERSONNEL:
 DALE VAN DAM
 VONNIE SHANE

3/31/14 CLOSE REMAINING BALANCE OF \$6.17 NEW TOTAL \$16,819.37 J HARMAN. VP


DO NOT SEND CHANGE ORDER TO VENDOR

Sub Total Amount	16,819.37
Sales Tax Amount	0.00
Total PO Amount	16,819.37

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	12	ED.VI.SB70	49990	00000	454W	16,819.37	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.

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
 4/3/2014

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.

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AND CONDITIONS.*

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Vendor: 0000003104
LAKE TAHOE COMMUNITY COLLEGE
ONE COLLEGE DRIVE
SOUTH LAKE TAHOE CA 96150

email:

Ship To: EL DORADO CENTER
RECEIVING
6699 CAMPUS DRIVE
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Bill To: 1919 Spanos Court
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Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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<http://www.losrios.edu/purchasing/povalidation>

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MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

Change Order Request

*Submitted
3/26/14*

PO # B114206

Request Date: 03/26/14

College/Dept: FLC

Vendor Name LAKE TAHOE CC

Vendor #0000003104

Close Remaining Balance on BPO.

DO NOT SEND CHANGE ORDER TO VENDOR

New PO Total = \$16,819.37

Comments to be added: Requested by S. Clark

OTHER:

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

Handwritten signature

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 1 of

Req. No. 767239
P.O. NO. <u> </u>

Vendor Code	DATE 6/17/13
Approved	VENDOR Lake Tahoe Community College
Terms	ADDRESS Attn: Virginia Boyer
F.O.B.	CITY College Drive STATE CA ZIP 96150
	CITY South Lake Tahoe STATE CA ZIP 96150
	PHONE 530 941 4660 *298 FAX <u> </u>

DELIVERY INSTRUCTIONS	
04 edc b	Location Code
edc	06/sb70
College/District Location	Department
admin	<u> </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	Blanket Purchase Order				
2	Round 5" governors career-technical				
3	education initiative (sb70)"				
4	Sub-award funds for fire-tech,				
5	instructional equipment, commercial				
6	music, stipends.				
7					
8	Per attached MOU signed 4/26/12 - 6/4/12				
9	MOU = \$53,000.00				
10	Authorized signers: expended in 12/13 = \$36,174.46				
11	Vonnie Shane ⊕ Remaining = \$16,825.54				
12	Shannon Clark				
13					

Purchases Charged to Categorical Programs, Grants or Special Projects This purchase is in compliance with the requirements of sb70 / etc Program Name 481W For grants/special projects	Sales Tax Total 16,825.54
Program Director/Coordinator Signature Shannon Clark Program Goal/Objective Number/Explanation qualifying grant expenditures	Project/Grant Number 481W

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:	TYPED/PRINT	DATE
	Shannon Clark	6/17/13
REQUESTED BY:	SIGNATURE	DATE
	Shannon Clark	6/17/13
AUTHORIZED:	DEAN OR AUTHORIZED SIGNATURE	DATE
	[Signature]	6/28/13
APPROVED:	VICE PRESIDENT, ADMINISTRATION	DATE
	[Signature]	6/28/13

Bus. Unit	Account*	Fund	Org
gentel / 5100 / 12 / ed. vi - sb70			
Program	Sub-Class	BY	Proj/Grnt
49990 / 00000 / 2014 / 481W			
			Amount
			\$ 16,825.54

* 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



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Memorandum of Understanding

Between

The Los Rios Community College District (Folsom Lake College) and
Lake Tahoe Community College

The Los Rios Community College District (Folsom Lake College) (LRCCD/FLC) and Lake Tahoe Community College (LTCC) understand and mutually agree to the following statements of understanding.

Section I – Purpose

The purpose of this Memorandum of Understanding (MOU) is to establish and define the relationship between LTCC and LRCCD/FLC in support of the Fifth Round (Fiscal Year 2011-2012 funding) of the Governor's Career Technical Education Initiative Core Grant (referred to as the SB-70 Grant) awarded to Folsom Lake College. For the purposes of implementing the Grant, FLC and Grant partners have established the "El Dorado County Career Technical Partnership" (CTP) which includes the El Dorado Center of Folsom Lake College, Lake Tahoe Community College, the El Dorado County Office of Education, and El Dorado Union High School District. LTCC and LRCCD/FLC desire LTCC to be a community partner with LRCCD/FLC to assist in efforts to develop, organize, support, and implement various activities as they apply to the SB-70 Grant from the period of April 1, 2012, through the end of term of the grant, February 28, 2014.

Section II – Responsibilities

In compliance with the SB-70 Grant V (FY 2011-2012) application, LTCC will:

- A. **Strengthen Career Pathways & Articulation Initiatives with Local High School and/or ROP:** Design true programs of study that make sense at both the secondary and post-secondary levels and meet the needs of students and the local economy. Identify existing pathways in need of further curriculum alignment and articulation and investigate possible new pathways for development. Provide the SB 70 office with the titles of the programs of study and articulation agreements under development; and the names and titles of the participants from each of the partnering agencies. Schedule working meetings between high school and LTCC faculty for subject matter experts to officially partner and design course sequencing that will ensure a seamless transition from the high school to the college (and beyond). The establishment of local educational partnerships, including programs of study, is a major focus of SB 70. Accordingly, LTCC will provide the CTP Office with descriptions (such as meeting


F O L S O M L A K E C O L L E G E
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agendas and minutes) for all activities associated with Paragraph A and funded by the SB 70 Grant. Activities associated with the development of programs of study between LTCC and the local high school and/or ROP must be reported quarterly.

1. Expand and improve the first responder and fire academy program in partnership with Central Sierra ROP and South Tahoe High School. This expansion will include the development of a new Search and Rescue Certificate Program:

1000-7/29/13

- a. Provide **\$10,000** in release time and **\$2,000** in salary driven costs/benefits for faculty and/or administrative staff to support the expansion of the Fire Tech Academy program to include a Search and Rescue Certificate program.

5000-2/25/13

- b. Provide authorization and payment to purchase Instructional equipment, material and supplies necessary for the development of the Search and Rescue certificate program. The total amount allocated for Instructional supplies will not exceed **\$5,000**.

2. Expand and improve the Multimedia and Commercial Music programs in partnership with Central Sierra ROP and South Tahoe High School. This expansion will include the development of a new ProTools® Certificate Program:

2145.00-2/25/13

- a. Provide **\$5,000** in release time and **\$1,000** in salary driven costs/benefits for faculty and/or administrative staff to support the expansion of the Commercial Music program to include a ProTools® Certificate program.

26100.00-2/25/13

- b. Provide authorization and payment to purchase Instructional hardware and software necessary for the development of the Commercial Music program. The total amount allocated for Instructional hardware and software will not exceed **\$30,000**.

- B. Invoice LRCCD/FLC according to the accounting practice outlined in Exhibit B for **actual costs incurred by LTCC** associated with the execution of the outlined responsibilities in Section II, paragraph A. Total reimbursement to LTCC will not exceed **\$53,000**. LTCC will invoice LRCCD/FLC by January 15, 2013. LRCCD/FLC will encumber and/or pay actual costs incurred by LTCC by **March 31, 2014**.

In compliance with the SB-70 Grant, LRCCD/FLC will:

- C. Approve and authorize to pay all invoices submitted by LTCC for faculty or administrative staff to support the expansion of the Fire Tech Academy program to include a Search and Rescue Certificate program as described in Section II, Paragraph A.1a above. Staff release time and salary driven costs will not exceed **\$12,000**.



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- D. Approve and authorize to pay all invoices submitted by LTCC for the purchase of Instructional equipment, material and supplies necessary for the development of the Search and Rescue certificate program as described in Section II, Paragraph A.1b above. The total amount allocated for Instructional supplies will not exceed **\$5,000**.
- E. Approve and authorize to pay all invoices submitted by LTCC for faculty or administrative staff to support the expansion of the Commercial Music program to include a ProTools® Certificate program as described in Section II, Paragraph A.2a above. Staff release time and the salary driven costs will not exceed **\$6,000**.
- F. Approve and authorize to pay all invoices submitted by LTCC for the purchase of Instructional hardware and software necessary to develop the Commercial Music program as described in Section II, Paragraph A.2b above. The total amount allocated for instructional hardware and software will not exceed **\$30,000**.
- G. Issue a Purchase Order and reimburse LTCC according to the accounting practice outlined in Exhibit B for **actual costs incurred by LTCC** associated with the execution of the outlined responsibilities in Section II, paragraph A. Total reimbursement to LTCC will not exceed **\$53,000**. All costs incurred for which payment is requested must be submitted by invoice to LRCCD/FLC by January 15, 2014. LRCCD/FLC will encumber and/or pay all actual costs incurred by LTCC by March 31, 2014.

Section III - Authorities

LTCC and LRCCD/FLC shall separately ensure that this MOU and all requirements for approval and authorization are signed by an official who is authorized and in compliance with the SB-70 Grant IV.

Section IV – Funding

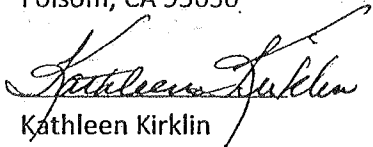
As the fiduciary agent administering the SB-70 Grant, LRCCD/FLC agrees the amount being obligated under this MOU is funded, reserved and is available for payment upon terms of completion for payment under the SB-70 Grant.

Section V-Termination:

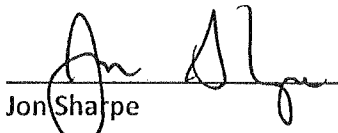
MOU may be cancelled at anytime by mutual agreement of both parties under the condition that all invoices and outstanding obligations are paid in full before termination.


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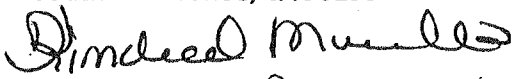

Folsom Lake College
Los Rios Community College District
10 College Parkway
Folsom, CA 95630


Kathleen Kirklin 5/19/12
Date
Vice President of Administration
Folsom Lake College

Los Rios Community College District
1919 Spanos Court
Sacramento, CA 95825


Jon Sharpe 6/4/12
Date
Deputy Chancellor

Lake Tahoe Community College
One College Drive
South Lake Tahoe, CA 96150



Virginia Boyar 4/26/12
Date
Director of Career and Technical Education