



**FOLSOM LAKE COLLEGE**  
 EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway  
 Folsom, CA 95630

**PURCHASE ORDER NO. CBF14041**

**FLC FOUNDATION - "ONE NIGHT" EVENT**

PO Date: Sep 13, 2013      Date Required: Oct 18, 2013

Ordered By: Sally Howard      Requisition #: 35923

**VENDOR: AVENUE ILLUMINATIONS**  
 PO BOX 255266  
 SACRAMENTO CA 95865  
 EMAIL: troy@avenueillumination.com

**SHIP TO:**  
 FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM, CA 95630

**BILL TO:**  
 FOLSOM LAKE COLLEGE  
 ATTN: BUSINESS SERVICES  
 10 COLLEGE PARKWAY  
 FOLSOM, CA 95630

OFFICE: 916.369.0213      CELL: 916.204.2963

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	RENTAL DRAPE PACKAGE	1.00	EA	\$1,562.000	\$1,562.00
2	RENTAL LIGHTING PACKAGE	1.00	EA	\$1,740.000	\$1,740.00
3	SERVICE DISCOUNT	1.00		-\$658.000	-\$658.00
4	DEPOSIT DUE w/ PURCHASE ORDER for Drapery & Lighting Pkg Only PRE-PAID _ Invoice#_10183lr_ CHECK# 674	1.00	EA	-\$2,644.000	-\$2,644.00
5	RAIN CONTINGENCY RENTAL _ Cocktail Reception Drape Package Invoice#_10183crdp_	1.00	EA	\$1,140.000	\$1,140.00
6	RAIN CONTINGENCY _ SERVICE DISCOUNT Balance Due: \$912.00 _ Only if Rain Contingency is Used.	1.00	EA	-\$228.000	-\$228.00
	Drapery & Lighting Packages and Cocktail Reception/Rain Contingency Per Rental Contract - Revision 1: Delivery/Set-Up and Pick Up/Take-Down on Friday 10/18/2013				
	Shipping/Handling (taxable)				

**INSTRUCTIONS:**

Sub Total

State Tax %  State Tax

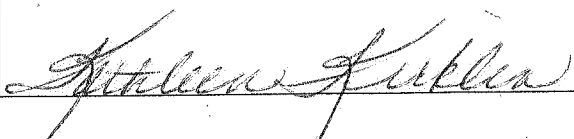
Shipping

Total PO Amount

**EMAIL INVOICE TO:**  
 Brenda Haney 916.608.6635  
 haneyb@flc.losrios.edu

All shipments, invoices, and correspondence must be identified with our Purchase Order Number  
 Direct all deliveries and delivery documents to the SHIP TO address.  
 Direct all correspondence and invoices to the BILL TO address.  
 NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE  
 9/27/13

## 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.



September 26, 2013

REVISION 1

Sally Howard  
[HowardS@FLC.losrios.edu](mailto:HowardS@FLC.losrios.edu)  
10 College Pkwy  
Folsom, CA 95630-6798  
(916) 608-6643

RE: Folsom College Dinner Gala, October 18, 2013 "Western Gold Country"

Here is a complete description of the event production package that **Avenue Illumination** shall provide. Prices as listed include required equipment, event consulting, lighting design, delivery, production set-up and production take-down by **Avenue Illumination** representatives. **This production package is a preliminary estimate based on current input from client.**

**DRAPE PACKAGE:** value **(\$1,562.00)** 20% discount to FLC amount due (\$1,252.00)

- a) 165lf. Velour Drape (black velour with Red Velour accents at guest entries)
- b) 32lf. Banjo Drape (black at cater service access entries)

**LIGHTING PACKAGE:** value **(\$1,740.00)** 20% discount to FLC amount due (\$1,392.00)

- c) Western Sky & Cloud Patterns wash at ceiling (sunset colors))
- d) 16 – 375w Ellipsoids, 8ft. pole & base, power cable as required
- e) Up light accents perimeter of room and entries (sunset colors)

Refer to separate Invoice/Contract #101813crdp

IN CASE OF RAINY WEATHER THIS PACKAGE MAY BE ADDED A DAY PRIOR TO EVENT

**COCKTAIL RECEPTION DRAPE PACKAGE:** value **(\$1,140.00)** 20% discount to FLC amount due (\$912.00)

- f) 135lf. Velour Drape Lower Level of Roost Bldg.(black velour)

Thank you very much for this opportunity to provide this production package proposal. If there are any questions regarding this production package proposal please call (916) 204-2963.

Sincerely,

Troy J. Tanner  
Avenue Illumination  
[www.avenueillumination.com](http://www.avenueillumination.com)



**INVOICE/CONTRACT**

Date	Invoice #
8/26/13	101813lr

<b>Bill to:</b>
<b>Sally Howard</b> 10 College Pkwy Folsom, CA 95630-6798 (916) 608-6643 <a href="mailto:HowardS@losrios.edu">HowardS@losrios.edu</a>

Terms	Project
Company check or cash in full the day of the event.	Folsom College Dinner Gala Oct. 18, 2013

Quantity	Description of Equipment	Rate	Amount
1	<b>DRAPE PACKAGE :</b> 165lf. Velour Drape (black velour with lite amber ribbed crush accents at guest entries) 32lf. Banjo Drape (black at cater service access entries)	Flat	\$1,562.00
1	<b>LIGHTING PACKAGE:</b> Western Sky & Cloud Pattern wash at ceiling (red, orange, amber) 375w Ellipsoids, 8ft. pole & base, power cable as required Up light accents perimeter of room and entries	Flat	\$1,740.00
# of hours	Description of Services	Rate	Amount
Included	Consulting, design, delivery, set-up and take-down	No Charge	No Charge
		<b>TOTAL VALUE</b>	<b>\$3,302.00</b>
		<b>SERVICE DISCOUNT</b>	<b>\$ 658.00</b>
		<b>BALANCE DUE</b>	<b>\$2,644.00</b>

Please make payment to: Avenue Illumination

*Avenue Illumination* shall provide the necessary equipment for Folsom College, Los Rios CCD, however, the undersigned agrees to assume total and full responsibility for any accidental or deliberate damage or theft which may occur to any of the provided / rented equipment from the time Folsom College, Los Rios CCD receives said equipment until it is returned to or retrieved by *Avenue Illumination* agents or employees. Equipment delivery 10/17/13, take-down by 10/18/13 at end of event.

Client Acknowledgement \_\_\_\_\_



**INVOICE/CONTRACT**

Date	Invoice #
9/26/13	101813crdp

Bill to:
<p><b>Sally Howard</b>          10 College Pkwy          Folsom, CA 95630-6798          (916) 608-6643  <a href="mailto:HowardS@losrios.edu">HowardS@losrios.edu</a></p>

Terms	Project
Company check in full within 30 days pass the Event date.	Folsom College Dinner Gala Oct. 18, 2013

Quantity	Description of Equipment	Rate	Amount
1	<p><b>COCKTAIL RECEPTION DRAPE PACKAGE :</b>            135lf. Velour Drape (black velour)  <b>This is to be added due to Rainy weather if needed</b></p>	Flat	\$1,140.00
# of hours	Description of Services	Rate	Amount
Included	Consulting, design, delivery, set-up and take-down	No Charge	No Charge

<b>TOTAL VALUE</b>	<b>\$1,140.00</b>
<b>SERVICE DISCOUNT</b>	<b>\$ 228.00</b>
<b>BALANCE DUE</b>	<b>\$ 912.00</b>

Please make payment to: Avenue Illumination

*Avenue Illumination* shall provide the necessary equipment for Folsom College, Los Rios CCD, however, the undersigned agrees to assume total and full responsibility for any accidental or deliberate damage or theft which may occur to any of the provided / rented equipment from the time Folsom College, Los Rios CCD receives said equipment until it is returned to or retrieved by *Avenue Illumination* agents or employees. Equipment delivery 10/17/13, take-down by 10/18/13 at end of event.

Client Acknowledgement \_\_\_\_\_



FOLSOM LAKE COLLEGE  
EL DORADO CENTER-RANCHO CORDOVA CENTER  
F.L.C. BUSINESS SERVICES

CHECK ONE

ASG(71,72)

College Act. Trust(81)

Foundation(83)

IR(13,14)

Three Stages(55)

CAMPUS-BASED REQUISITION

8/27/13  
DATE

2013 AUG 28 12:02

35923

VENDOR Avenue Illuminations

ADDRESS PO Box 255266

CITY Sacramento

STATE CA ZIP 95865

REQ. # CBF \_\_\_\_\_

PO REQUIRED(circle one) YES NO

P.O. # CBF 14041

DATE REQUIRED \_\_\_\_\_

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<u>Drape Package - One Night - 10/18/13</u>				<u>1,562.00</u>
2					
3	<u>Lighting Package</u>				<u>1,740.00</u>
4					
5	<u>Non-Profit Discount</u>				<u><del>1,740.00</del></u>
6					<u>658</u>
7					
8					
9					
10					

Check Distribution

Call Student, Hold for pick up # \_\_\_\_\_

Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_

Forward to \_\_\_\_\_

Inter-Campus mail to \_\_\_\_\_

USPS mail

Other \_\_\_\_\_

Sub-Total	<u>2,644.00</u>
Sales Tax	
Freight	
<b>TOTAL</b>	<u>2,644.00</u>

BANFL / 5601 / 183 / FL-CP FOUN / 70903 / 10000 / 6405 \$ \_\_\_\_\_

Account Name Bus Unit Account Fund Department Program Class Project Amount

Account Name Bus Unit Account Fund Department Program Class Project Amount \$ \_\_\_\_\_

AUTHORIZED [Signature]  
Club Officer/Requestor

APPROVED [Signature]  
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked \_\_\_\_\_ Vendor ID \_\_\_\_\_

Voucher # \_\_\_\_\_ Date \_\_\_\_\_

Warrant # \_\_\_\_\_ Date \_\_\_\_\_



LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET

(Except for Grants & Categorical Contracts)

ARC  CRC  DO  FLC  FM  SCC  OTHER \_\_\_\_\_

Agreement/Contract With: Avenue Illuminations

State the business terms of agreement: Rental Equipment & Supplies for FLC Foundation "One Night" Fund Raising Event on 10/18/13

This agreement consists of the following documents: ① FLC/POT CBF14041, ② FLC/REC 35923, ③ Vendor Invoice/Rental Contract 101831R, 10183CRDP

Funding Source: FLC FOUNDATION Amount \$ BANFL 560183 FLC.P.FOUN 70903 0000 6405

I have read and agree with the terms of this agreement:

By: Sally Howard  
*Area Manager/Supervisor*  
Sally Howard  
*(Print Name)*

Date: \_\_\_\_\_

**College VPA, DO, FM, Director**

*I approve as to Substance*

By: Kathleen Kurkila  
*(Print Name)*

Date: 9/27/13

**General Services**

By: \_\_\_\_\_  
*Director, General Services*

Date: \_\_\_\_\_

**General Counsel (When necessary)**

- Changes necessary as specified on the document or on the attached memorandum.
- Approved as to form.

By: \_\_\_\_\_  
*General Counsel*

Date: \_\_\_\_\_

**Los Rios Community College District**

By: [Signature]  
*Deputy Chancellor*  *Vice Chancellor, Ed & Tech*  
*Vice*

Date: 10/2/13

Chancellor of Resource & Economic Development

BANK OF AMERICA

**Folsom Lake College Foundation**

100 Scholar Way  
Folsom, California 95630  
(916) 608-6549

11-35  
1210

Date 10/01/2013

0000000674

Pay Amount \$2,644.00\*\*\*

\*\*\*\*TWO THOUSAND SIX HUNDRED FORTY-FOUR AND XX / 100 DOLLAR\*\*\*\*

VOID SIX MONTHS FROM DATE DRAWN

Pay To The  
Order of

AUTHORIZED SIGNATURE

AVENUE ILLUMINATIONS  
PO BOX 255266  
SACRAMENTO, CA 95865



THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈0000000674⑈ ⑆121000358⑆ 14994⑈03853⑈

CAMPUS CONTACT: Folsom Lake College Foundation

Check Date:	FLC BOFA Foundation		Check No.:	000000674	
Description	Invoice No.	Invoice Date	Invoice Amount	Paid Amount	
Pre-Payment _PO#_CBF14041_Folsom Lake College GALA 10/18/13	1018131r	Aug/26/2013	35923-01 2,644.00	0.00	2,644.00