

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

0001077234

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

Date	Revision	Page
07/01/2014	1 - 07/22/2014	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
735735 HARTK POONV	04ADMN	

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	PRINTING SERVICES FOR 172,661 POSTCARDS PROMOTING FALL 2014 ENROLLMENT	1.00	LOT	7,505.00	7,505.00	07/07/2014
2- 1	MAILING SERVICES FOR 172,661 POSTCARDS PROMOTING FALL 2014 ENROLLMENT	1.00	LOT	1,525.00	1,525.00	07/07/2014

CONFIRMATION PURCHASE ORDER

QUOTE #AHMA-16HELKN DATED 6/11/2014
 ISSUE #229270

Sub Total Amount	9,030.00
Sales Tax Amount	722.40
Total PO Amount	9,752.40

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5890	11	FL.VA.PISO	67100	00000	051C	9,752.40	2015

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.loorios.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

Carla Walsh 7/23/2014

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.

Los Rios Community College District

Requisition

Page _____ of _____

Req. No. **735735**

P.O. NO.

Vendor Code
Approved
Terms
F.O.B.

DATE 6/16/14
 VENDOR DOME Printing
 ADDRESS 340 Commerce Circle
 CITY Sacramento STATE CA ZIP 95815
 PHONE 800-343-3139 FAX 916-923-9310

DELIVERY INSTRUCTIONS	
<u>024ADMIN</u>	Location Code
<u>FLC</u>	College/District Location
<u>PISO</u>	Department
Division	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<i>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</i>				
1	Printing and mail services for				
2	172,661 postcards promoting				
3	Fall 2014 enrollment				
4					
5	Printing				7,505.00
6	Mail services				1,525.00
7					
8	(Per Quote # AHMA-16 HELKN				
9	attached)				
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects			Sales Tax
This purchase is in compliance with the requirements of _____			
Program Name	Program Director/Coordinator Signature	Project/Grant Number	Total <u>9,030.00</u>
_____ For grants/special projects	_____	_____	
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 L Hart TYPED/PRINT DATE 6/16/14
 REQUESTED BY: Kristy L Hart SIGNATURE DATE 6/16/14

AUTHORIZED: Kathleen Ferklen DEAN OR AUTHORIZED SIGNATURE DATE 6/16/14
 APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

<u>GENFD 5890 / 11 / FL VA PISO</u>					
Bus. Unit	Account *	Fund	Org		
<u>67100</u>	<u>00000</u>	<u>2015</u>	<u>051C</u>	\$	<u>9030.00</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



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: 6/11/2014

ISSUE #: 229270

QUOTE ID #: AHMA-16HELKN

QUOTE NAME: Oversized postcard - 3 Versions

DESCRIPTION:

FINISHED SIZE: 11.25" x 6"

PRE-MEDIA: CLIENT TO SUPPLY: Native files

DOMESTIC TO PROVIDE: Forms, Eps and InSite

DESIGN SERVICES: No

FLAT SIZE:

PRESS: 4cp + aq / same

DIGITAL PRINTING:

DIGITAL INSTRUCTIONS:

PAPER: 100# U-velvet cover

N

FSC:

PCW %:

BLEEDS: Yes

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

CROSSOVERS: N

PRESS CHECK: N

BINDERY: trim, bundle in 50's for mailing or slip sheet.

MAILING SERVICES: Presort, address & mail

ADDRESS PROOFS:

INSERTING:

TABBING:

MERGE/PURGE: N

PACKAGING: pack for mailing services

SHIPPING: Dome to USPS Folsom, & West Sac

MAIL QUANTITY: 172,661

MAIL CLASS: Non-profit

MAIL CATEGORY: Flat

MAIL TRACKING: None

PERMIT NUMBER: 41

NCOA: N

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

Quantity

172,661

Price (\$)

Price:

Print & bind: \$7,505.00

Mail servs: \$1,525.00

Total: \$9,030.00

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: _____

Fall 2014 Enrollment Postcards (Series of 3) - Print and Mailing Services Quotes

Name	Company	100# U-velvet cover- 4/4	9pt glass cover	100# dull cover trim	Mailing Services	Total cost	# of pieces	Estimated Postage	Notes
Jeff Major	Dome Printing	\$7,505			\$1,525	\$9,030	172,661		Extremely responsive; all calls and emails answered promptly.
Kellie Melby	Commerce Printing					n/a			Did not respond to request for quote
Charlie Anderson	Think		X			\$12,670	178,146	\$15,498	Responsive. Quote is only for 4/1, EDDM mail processing
Larry Brittain	Tri-City Technologies			\$12,006.15	\$5,764.00	\$17,770.15	158,681		Very sales pitchy- "sharpening our pencils for you"

Postcards:

Quantity: Based on mailing services numbers

4-color, double-sided

Full bleed front and back

Bleed size: 6 x 11.5"

Trim size: 6 x 11.25"

Folds/binding/seals: none

Paper stock: postcard weight (80-100# cover); gloss or velvet on front,

No spot varnish, fold-outs, or die cuts

Mailing Services: Zip Codes

EDC:

95613 – Coloma

95619 – Diamond Springs

95623 – El Dorado

95633 – Garden Valley

95634 – Georgetown

95636 – Grizzly Flats

95651 – Lotus

95667 – Placerville

95672 – Rescue

95682 – Shingle Springs

95684 – Somerset

95709 – Camino
95726 – Pollock Pines

FLC:

95628 – Fair Oaks
95630 – Folsom
95662 – Orangevale
95762 – El Dorado Hills
95763 – Folsom

RCC:

95655 – Mather
95670 – Rancho Cordova
95741 – Rancho Cordova
95742 – Rancho Cordova
95826 – Sacramento
95827 – Sacramento

Postage Note:

Postage per piece has a range of .087 to .171 cents each Non Profit Std. saturation or EDDM.

From: [Hart, Kristy](#)
To: [Poon, Vivian](#); [Haney, Brenda](#)
Cc: [Kirclin, Kathleen](#)
Subject: RE: DOME PRINTING_0001077234_ FW: Confirmation of Quote - Req. No. 735735 for Dome Printing
Date: Thursday, July 17, 2014 9:11:36 AM
Attachments: [Quotes.xlsx](#)
[image001.png](#)

Hello Vivian,

Yes, we requested quotes from four vendors for this project. Please find attached the spreadsheet comparing the pricing. DOME Printing provided the best value.

Please let me know if you have any other questions.

Thank you,
Kristy

Kristy Hart | Communications & Public Information Officer
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6993 | f. 916.608.6584 | hartk@flc.losrios.edu | www.flc.losrios.edu

From: Haney, Brenda
Sent: Thursday, July 17, 2014 9:08 AM
To: Hart, Kristy
Cc: Kirclin, Kathleen
Subject: DOME PRINTING_0001077234_ FW: Confirmation of Quote - Req. No. 735735 for Dome Printing
Importance: High

Hi Kristy –

DO Purchasing provided Confirming PO# 0001077234 for DOME PRINTING REQ#_735735 on July 17, 2014. However – issuance of signed PO is on HOLD – until the questions they have listed below are satisfied. Please respond directly to Vivian Poon and Cc me.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

 916.608.6635 |  haneyb@flc.losrios.edu

From: Poon, Vivian
Sent: Tuesday, July 15, 2014 5:03 PM
To: Haney, Brenda
Subject: Confirmation of Quote - Req. No. 735735 for Dome Printing

Brenda,

Please provide details for the following points:

1. Has Area sourced and compared quotes from other vendors? If so, please provide details.
2. Or Dome Printing is the only acceptable source. If so, please state.

Thanks for your help by emailing back!

Vivian Poon
Buyer
Purchasing
Los Rios Community College District
1919 Spanos Court
Sacramento, CA 95825
Phone : 916-568-3072
Fax : 916-568-3145
Email : poonv@losrios.edu

Haney, Brenda

From: Hart, Kristy
Sent: Wednesday, July 16, 2014 8:52 AM
To: Jackson, Don; Haney, Brenda
Subject: Create receiver PO #0001077234

Hello Brenda and Don,

Please create a receiver for PO# 0001077234 (DOME Printing), if it has not been done so already. This project has been completed.

Thank you,
Kristy



Kristy Hart | Communications & Public Information Officer
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6993 | f. 916.608.6584 | hartk@flc.losrios.edu | www.flc.losrios.edu

Jackson, Don

From: Hart, Kristy
Sent: Wednesday, July 16, 2014 8:52 AM
To: Jackson, Don; Haney, Brenda
Subject: Create receiver PO #0001077234

Hello Brenda and Don,

Please create a receiver for PO# 0001077234 (DOME Printing), if it has not been done so already. This project has been completed.

Thank you,
Kristy



Kristy Hart | Communications & Public Information Officer
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6993 | f. 916.608.6584 | hartk@flc.losrios.edu | www.flc.losrios.edu

RCVP: 0001066047 Aug, 20, 2014

Def