

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

FAX: (916) 568-3145

PURCHASE ORDER NO

0001078403

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

Date 10/02/2014	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 769432 PACTOLM KK POONV	Location / Dept 04DOGH128	

Vendor: 0000035705
PLAID ZEBRA FILMS
1623 1/2 17ST ST
SACRAMENTO CA 95811

Phone: (916) 467-2504

email: joel@plaidzebrafilms.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	DEPOSIT FOR SERVICE AGREEMENT 45130 TO PROVIDE FLC ASSESSMENT - STUDENT INFORMATION VIDEO	1.00	JOB	2,250.00	2,250.00	10/16/2014
2- 1	BALANCE FOR SERVICE AGREEMENT 45130 TO PROVIDE FLC ASSESSMENT - STUDENT INFORMATION VIDEO	1.00	JOB	2,250.00	2,250.00	10/16/2014

PRIOR TO BEGINNING THE INSTALLATION, PLEASE PROVIDE INSURANCE DOCUMENTS AS NOTED IN #19 OF OUR TERMS AND CONDITIONS

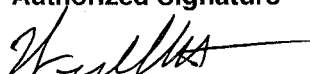
Sub Total Amount	4,500.00
Sales Tax Amount	0.00
Total PO Amount	4,500.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	12	FL.VI.BSKL	64900	00000	573E	4,500.00	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.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
 10-4-14

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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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.

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET
(Except for Grants & Categorical Contracts)

ARC CRC DO FLC FM SCC OTHER _____

Agreement/Contract With: PLAID ZEBRA FILMS

State the business terms of agreement: Video/Audio Capture, Video film editing services to produce FLC Assessment/Student Information Video (see Proposed Scope of Work for details).

This agreement consists of the following documents: REQ# 769432, SA Packet# 45130 (GS-78, 79 GS-152, 154); Plaid Zebra Films Proposal/Contract; Plaid Zebra Films Invoice# 0022 for 50% Deposit.

Funding Source: Basic Skills: Assessment Amount \$ 54,500.00

Budget Code: GFNFD 5100 12 FL.VL.BSKL 64900 00000 2015 573E

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

By: [Signature]

Date: 9/19/14

Area Manager/Supervisor

Monica Pactol

(Print Name)

College VPA, DO, FM, Director

I approve as to Substance

By: [Signature]

Date: 9.19.2014

Bruce I. Werner

(Print Name)

[Signature]
9/26/14

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: _____

Date: _____

Deputy Chancellor Vice Chancellor, Ed & Tech.

From: [Karnitz, Kathy J.](mailto:Karnitz.Kathy.J.)
To: joel@plaidzbrafilms.com
Cc: harrison@plaidzbrafilms.com; [Haney, Brenda](mailto:Haney.Brenda)
Subject: PLAID ZEBRA INSURANCE DOCUMENTS REQUEST
Date: Thursday, October 02, 2014 1:40:17 PM
Attachments: [INSURANCE REQUIREMENTS_final021014.pdf](#)

Hello Joel,

As a new vendor performing onsite services to Los Rios Community College District (LRCCD) we must have on file a copy of your business insurance certificate. A department at Folsom Lake College has requested use of your services. I have attached LRCCD insurance requirements for your review or to forward to your broker for evaluation and compliance.

Please read the requirements carefully and completely to ensure compliance with the limits and additional insured endorsements.

You may email documentation to lrcdpurchase@losrios.edu; fax to 916 568-3145 or mail to

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

Thank you for your earliest response to this request. You may contact me if you have any questions.

Kathy J. Karnitz, Buyer
Los Rios Community College District, Purchasing, 1919 Spanos Ct., Sacramento, CA 95825
Phone: 916-568-3127 Fax: 916-568-3145

From: [Haney, Brenda](#)
To: [Nielsen, Ruth](#)
Cc: [Pactol, Monica](#); "joel@plaidzebrafilms.com"; "harrison@plaidzebra.com"
Subject: PO HOLD_ PENDING PO & CONTRACT APPROVAL BY LRCCD / Plaid Zebra Films _ REQ#_769432 FLC ASMT PROPOSAL
Date: Thursday, October 02, 2014 1:39:53 PM
Attachments: [image001.png](#)

Ruth –

In checking with District Purchasing this today - PO Status is as follows:

Pending Confirming PO and Contract Approval/Signature by LRCCD General Services

- 1) Purchasing is reviewing for Certificate of Insurance requirements – vendor will be emailed if required.
 - a. Please Note: Until PO is Issued & Insurance requirements are met – vendors are not authorized to begin work on-site.
- 2) 50% Deposit Pre-Payment (Invoice# 0022) – tentatively scheduled for next GENFD Check Run on 10/09/14 (with check mailing to vendor on 10/14/14) – this providing all PO and Insurance requirements are met.

All documents are archived to the Insider/BSO Pending REQ folder – for your reference.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Nielsen, Ruth

Sent: Thursday, October 02, 2014 9:52 AM

To: Haney, Brenda

Subject: RE: Signature Required_ Plaid Zebra Films _ Contract Routing Sheet

Importance: High

Brenda,

I am checking to find out the status of the contract with Plaid Zebra. Can you possibly provide me with an update?

We have tentatively scheduled them to be on campus late next week.

Thank you,

Ruth

Ruth Nielsen | Assistant to Dr. Monica Pactol, Dean of Instruction

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

☎ 916.608.6621 | ☎ 916.608.6523 | NielseR@flc.losrios.edu / <http://flc.losrios.edu>

"You are here not to shrink down to less, but to blossom into more of who you really are." Oprah Winfrey

From: Haney, Brenda

Sent: Friday, September 19, 2014 7:50 AM

To: Nielsen, Ruth

Cc: Pactol, Monica

Subject: Signature Required_ Plaid Zebra Films _ Contract Routing Sheet

Importance: High

Hi Ruth –

Please have Monica sign attached *Contract Approval & Routing Sheet* and email back to me.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

Los Rios Community College District

Requisition

Page 1 of 1

Req. No. 769432

Vendor Code _____ DATE 9/18/14 VENDOR PLAID ZEBRA FILMS

P.O. NO. _____

Approved by / Date _____ ADDRESS 1623 1/2 17TH STREET

DELIVERY INSTRUCTIONS
04DOGH128

Reviewed by / Date _____ CITY SACRAMENTO STATE CA ZIP 95811

Department Building Location
FLC BASIC SKILLS LEARNING

Dispatched Method / Date _____ E-MAIL joel@plaidzebrafilms.com

College/District Location Department
INSTRUCTIONAL

PHONE 916.467.2504 FAX N/A

Division _____ Date Required _____

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES *Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.				
1	50% DEPOSIT - VIDEO-AUDIO CAPTURE -	1	JOB	2,250.00	2,250.00
2	VIDEO FILM EDITING SERVICES TO PRODUCE:				
3	FLC ASSESSMENT - STUDENT INFORMATION VIDEO				
4					
5					
6	50% BALANCE - VIDEO-AUDIO CAPTURE -	1	JOB	2,250.00	2,250.00
7	VIDEO FILM EDITING SERVICES TO PRODUCE:				
8	FLC ASSESSMENT - STUDENT INFORMATION VIDEO				
9					
10	PAYMENT INSTRUCTIONS:				
11	50% DEPOSIT DUE BY 10/1/2014_ INVOICE# 0022 ATTACHED - SEND CHECK TO FLC BSO				
12	50% BALANCE DUE DUE UPON COMPLETION SERVICES & DELIVERY OF VIDEO, VENDOR TO PROVIDE FINAL INVOICE				
13	<i>Per attached Service Agreement # 45130</i>				

Purchases Charged to Categorical Programs, Grants or Special Projects
This purchase is in compliance with the requirements of BASIC SKILLS LEARNING SalesTax **NON-TAXABLE**

Program Name 573E Project/Grant Number _____
 Program Director/Coordinator Signature _____
 Program Goal/Objective Number/Explanation _____
Total \$4,500.00

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8611, and all other applicable district, state and federal policies, rules, regulations and laws.

MONICA PACTOL
 REQUESTED BY: _____ TYPED/PRINT _____ DATE 9/18/14
 REQUESTED BY: _____ SIGNATURE _____ DATE 9/18/14

AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE _____ DATE _____
 APPROVED: *Michael Furber* VICE PRESIDENT, ADMINISTRATION DATE 9/26/14

GENFD /5100 /12 /FL.VI.BSKL				
Bus. Unit	Account	* Fund	Org	
64900	/00000	/2015	/573E	\$ 4,500.00
Program	Sub-Class	BY	Proj/Grnt	Amount
	/	/	/	
Bus. Unit	Account	* Fund	Org	
	/	/	/	\$
Program	Sub-Class	BY	Proj/Grnt	Amount

* Asset Location - Equipment purchases over \$200 (Accts: 6480, 6490, 6491, 6493, 6495) complete the area below indicating the final assigned location of equipment.
 Location Code _____ Dept. _____
 Building _____ Room No. _____

ORIGINAL *DA*

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: PLAID ZEBRA FILMS

State the business terms of agreement: Video/Audio Capture, Video film editing services to produce FLC Assessment/Student Information Video (see Proposed Scope of Work for details).

This agreement consists of the following documents: REQ#_769432, SA Packet# 45130 (GS-78, 79 GS-152, 154); Plaid Zebra Films Proposal/Contract; Plaid Zebra Films Invoice# 0022 for 50% Deposit.

Funding Source: Basic Skills: Assessment Amount \$ \$4,500.00

Budget Code: GENFD 5100 12 FL.VI.BSKL 64900 00000 2015 573E

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

By: _____ Date: 9/19/14
Area Manager/Supervisor

Monica Pactol
(Print Name)

College VPA, DO, FM, Director

I approve as to Substance

By: _____ Date: _____

(Print Name)

General Services

By: _____ Date: _____
Director, General Services

General Counsel *(When necessary)*

Changes necessary as specified on the document or on the attached memorandum.

Approved as to form.

By: _____ Date: _____
General Counsel

Los Rios Community College District

By: _____ Date: _____

Deputy Chancellor Vice Chancellor, Ed & Tech.

Los Rios Community College District

Requisition

Page _____ of _____

Req. No. 769432
P.O. NO. _____

Vendor Code	DATE _____	VENDOR _____
Approved by / Date _____	ADDRESS _____	
Reviewed by / Date _____	CITY _____	STATE _____ ZIP _____
Dispatched Method / Date _____	E-MAIL _____	
	PHONE _____	FAX _____

DELIVERY INSTRUCTIONS	
Department Building Location	
College/District Location	Department
Division	Date Required

ITEM	DESCRIPTION <small>GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES</small>	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					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects				SalesTax
This purchase is in compliance with the requirements of _____				Total
Program Name _____		Project/Grant Number _____		
Program Director/Coordinator Signature _____		For grants/special projects _____		
Program Goal/Objective Number/Explanation _____				

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8611, and all other applicable district, state and federal policies, rules, regulations and laws.

REQUESTED BY:	TYPED/PRINT	DATE
REQUESTED BY:	SIGNATURE	DATE
AUTHORIZED:	DEAN OR AUTHORIZED SIGNATURE	DATE
APPROVED:	VICE PRESIDENT, ADMINISTRATION	DATE

/	/	/			
Bus. Unit	Account	* Fund	Org		
				\$	
Program	Sub-Class	BY	Proj/Grnt	Amount	
Bus. Unit	Account	* Fund	Org		
				\$	
Program	Sub-Class	BY	Proj/Grnt	Amount	

* Asset Location - Equipment purchases over \$200 (Accts: 6480, 6490, 6491, 6493, 6495) complete the area below indicating the final assigned location of equipment.

Location Code _____ Dept. _____

Building _____ Room No. _____

LOS RIOS COMMUNITY COLLEGE DISTRICT
SERVICE AGREEMENT

(Information on the purchase order and the back of this form are part of this Agreement. Please read this important information.)

No. 45130

Attachment to Purchase Order No. _____

This Agreement entered this 10/11 day of July by and between the Los Rios Community College District (District) and (CONTRACTOR), Joel Dockendorf CONTRACTOR No. _____ Social Security No. _____

Business Name (if different) Plaid Zebra Films FIN No. 46-208154

Check One: Sole Proprietorship Partnership _____ Corporation _____ Check One: U.S. Citizen _____ Resident Alien _____ Non-resident Alien _____

Telephone No. 916-468-2504 (SSN or FIN No. must be provided for payment)

Address 1623 1/2 17th Street City and State Zip Sacramento, CA 95814

Are you now or have you been an employee of the District? Yes _____ No . If yes, Date _____ Location _____

Are you related to an employee of the District? Yes _____ No . If yes, who _____

GENERAL CONDITIONS:

1. **Scope of Work.** CONTRACTOR shall perform specific services as set forth below (attach separate schedule if necessary, and reference the attachment). The term of this Agreement is from (date) 10/1/14 to (date) 12/31/14. CONTRACTOR shall perform its services hereunder in accordance with the professional standard of care, skill and diligence customarily followed by consultants performing similar professional services on projects of comparable scope and quality.

Video Film Editing Services to Produce FIC Assessment Student Information Video per attached scope of work proposal.

2. **Compensation.** For its services hereunder, CONTRACTOR shall be paid a sum of money not to exceed \$4,500.00 during the term of this Agreement. Payment of this amount shall be made in accordance with established District payment schedules, and is contingent upon the CONTRACTOR submitting an invoice to the District Accounts Payable Office, and upon receipt of verification of services satisfactorily rendered (receiver) by the appropriate College/District Administrator. Payment terms are: Upon Receipt of Invoice Payment will be mailed to address on purchase order. CONTRACTOR agrees that none of the terms and conditions associated with its acceptance of this Agreement shall apply to, modify, or be incorporated into this Agreement, and the DISTRICT's acceptance of CONTRACTOR's goods, materials, equipment, services and/or labor or other items covered by or delivered under this Agreement shall not constitute acceptance of any additional or different terms and conditions on behalf of CONTRACTOR.

3. **Termination.** The DISTRICT shall have the right to terminate this Agreement with or without cause. The District may terminate the Agreement for convenience at any time and for any reason by giving thirty (30) days written notice of such termination to CONTRACTOR. In the event of termination for convenience, CONTRACTOR shall immediately cease rendering services and promptly deliver to the DISTRICT copies of all prepared work product, and CONTRACTOR shall only be entitled to payment for hours actually worked and direct costs incurred, plus a 10% mark-up on direct costs incurred, or the pro-rata share of the contract price, whichever is less. The DISTRICT may terminate the Agreement for cause which shall be effective immediately upon written notice. In the event of a termination for cause, CONTRACTOR shall not be entitled to any further payment, if any becomes due, until the Project is completed. The DISTRICT may proceed with the work in any manner deemed proper by DISTRICT, and all the DISTRICT's costs incurred by the District shall be deducted from any sum otherwise due CONTRACTOR under this Agreement and the balance, if any, shall be paid to CONTRACTOR upon completion of the work. The DISTRICT reserves all rights, including all rights to recover damages, inclusive of attorneys' fees, from CONTRACTOR, in the event of a termination for cause.

4. **Integration, Amendments.** This Agreement (front & back) and the purchase order constitute the entire Agreement by the parties. No other representations, whether oral or written are part of this Agreement except that the following document(s) are part of this Agreement: See attached statement of work. All amendments to this Agreement must be in writing and signed by authorized representatives of both parties.

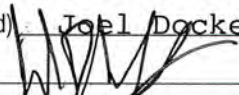
Plaid Zebra Films Scope Proposal

5. **Independent CONTRACTOR not Agent.**

- a. CONTRACTOR, and its agents and employees, in the performance of this Agreement, shall be independent contractor(s) and no relationship of employer-employee exists between these parties and the DISTRICT.
- b. CONTRACTOR shall be responsible for determining the means, methods, or sequence used to complete the work required under this Agreement. CONTRACTOR shall be responsible for and accountable to the DISTRICT for the final product or service to be provided.
- c. If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONTRACTOR. It is further understood and agreed that CONTRACTOR shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of CONTRACTOR's employees, assigned personnel and subcontractors.
- d. Except as otherwise provided in this Agreement, CONTRACTOR is qualified to accomplish the work required in this Agreement and the DISTRICT will provide no training to CONTRACTOR.
- e. Except as otherwise provided in this Agreement, CONTRACTOR's ability to market or provide services to any other client shall not be limited by the DISTRICT.
- f. Except as otherwise provided in this Agreement, CONTRACTOR is to provide all necessary tools and materials.
- g. Prior to DISTRICT's acceptance of this Agreement, CONTRACTOR shall (a) identify their status as a sole proprietorship, partnership, or corporation, and (b) provide the DISTRICT with a copy of IRS Form W-9, Request for Certification of Federal Taxpayer Identification Number.
- h. CONTRACTOR agrees that, upon request, CONTRACTOR shall provide any documentation requested by the DISTRICT as evidence that appropriate taxes have been paid. If CONTRACTOR fails to pay appropriate taxes or to provide requested documentation, CONTRACTOR hereby agrees to indemnify the DISTRICT against any penalties and taxes levied against the DISTRICT by a taxing agency, and to reimburse the DISTRICT for such penalties and taxes.

Signature below by CONTRACTOR indicates that all parts of this Agreement have been read, understood and accepted.

Name of CONTRACTOR (Printed) Joel Dockendorf

Signature of CONTRACTOR 

Date 8/1/14

Requisition # 769-432

DISTRIBUTION: White: CONTRACTOR Green: Purchasing Canary: Accounting Pink: Business Office Goldenrod: Originator



PLAIDZEBRAFILMS.COM
1623 1/2 17TH STREET
SACRAMENTO, CA 95811
TEL: 916.467.2504

INVOICE #0022

INVOICE

TO: FOLSOM LAKE COLLEGE
Contact: Dr. Monica Pactol
FOR: ASSESSMENT TEST VIDEO
Date: 5.29.2014

DESCRIPTION:	AMOUNT:
Retainer Deposit for Assessment Test Video	\$2250
TOTAL:	\$2250

PAYMENT DETAILS:
All checks must be made out to "Plaid Zebra Films".

**YOUR BUSINESS MEANS A LOT TO US!
THANKS!**

STATEMENT OF WORK

PROJECT SCOPE / PROJECT ELEMENTS

PRE - PRODUCTION **\$1,200**

- Video planning session with FLC and Plaid Zebra
- Site inspections and shot location review with respective talent
- Screen test potential students for the host position
- Create a storyboard for 2-3 minute video
- Project management, client Q&A for 4 months
- Create film shot list

PRODUCTION **\$1,500**

- Director, audio Engineer, cinematographer
- 4 days of production
- Rehearsal day with actors/students

POST PRODUCTION **\$1,800**

- Catalog video for edit
- 15 hours of video editing
- 15 hours of motion graphics editing
- Two rounds of edit changes with client
- License music for online distribution of video
- Addition of logos - to be provided by FLC
- Video hosting provided in digital HD download for website use

TOTAL **\$4,500**

STATEMENT OF WORK

FOLSOM LAKE COLLEGE

Date: 5.29.2014

BACKGROUND

Since 2004, Folsom Lake College has provided exceptional educational opportunities to the communities of eastern Sacramento and western El Dorado counties. The college serves approximately 8,200 students at the main Folsom campus, El Dorado Center, and Rancho Cordova Center.

Folsom Lake College is committed to enriching and empowering students by providing rigorous academic programs and comprehensive support services, opportunities for leadership and growth, and a collaborative and innovative learning environment.

OVERVIEW

Folsom Lake College is looking to create a video that better informs the students on how to prepare for English and Math assessment tests. The video will succinctly explain the assessment process from start to finish and why it's important for the student.

Plaid Zebra Films is uniquely suited to explain this process as we all went through this assessment test when we went to community college. Using our combination of cinematic filmmaking and creative graphics, Plaid Zebra can create a video that will be informative and entertaining to students.

HOW PLAID ZEBRA WILL HELP:

The video will be done in a peer-to-peer style where a student will explain the process on how to take the assessment test. It will also include some graphics to make each step simple and easy to follow.

Problem: The assessment test is difficult to navigate. Students who do poorly on the assessment will ultimately lose money and time because of the lower placement.

Solution: Clear and distinct steps on how to better prepare for the assessment test will lead to more accurate student assessments.

Demo: The assessment test preparation will be shown in distinct and easy to follow steps that will provide clear communication for students.

Bonuses: Students who understand the process will have a greater understanding of how to do well in the assessment test and be placed in a better suited class.

The completion date for this project is September 1st 2014.

STATEMENT OF WORK

ASSUMPTIONS

Plaid Zebra Films shall provide video services to Client as specified in the scope of work. Accessibility to key personnel and reasonable response time frames will take place. All deliverable dates on the project are dependent upon timely feedback. All out-of-pocket and any additional production costs will be additional to the fees quoted above. All actors, voice-over talent, stuntman, and stock video footage will be billed in addition upon pre-approval by the client. Any development accounts, replication, hosting, photography, illustration, film output, non-local travel, shipping, installation, etc., will be additional and quoted before any costs are incurred. All logos and graphics will come from Client unless otherwise noted.

PROJECT SCOPE CHANGES

Any desired change that will alter or amend the specifications or other elements of the development contract will be evaluated and responded to with a notice of any impact the proposed changes will have on the contract price and schedule. No obligation is required to perform any changes beyond those originally specified in scope of work. Each modification to this Agreement shall be deemed incorporated into and made part of this Agreement, including adjustment of fees and completion dates.

SERVICES

All costs have been determined based on a discounted hourly rate. Any work provided outside the scope of this proposal will be billed at a standard hourly rate. Services outside the scope of work will be performed to the extent desired by the client within an initial hourly retainer. Additional hours required beyond the retainer, requested by the client to meet their needs will be billed at a rate of \$100. Retainer hours will be invoiced in two-week periods for the hours performed in the previous period.

Additional Post-Production Services billed at the rate of \$100 per hour for editing costs will be charged (with prior notice) for modifications to the video beyond the Specifications below. Client will have two business days to review and comment on changes. Requested changes to the video after the review period will be billed at \$100 per hour and added to the final invoice. Post delivery production and updates (other than bug fixes and errors which will be done at no charge) will also be charged at the rate of \$100 per hour, unless further agreements are in place.

FEE TERMS

Development will be provided as flat fee based on the estimated hours required for production. A retainer deposit of 50% will be provided prior to commencement of work on this contract. The remaining 50% will be paid upon delivery of the video file(s) to the customer. This proposal is valid for ninety days. Late payments by the Client shall be subject to penalty fees of 10% per month from the due date until the amount is paid.

STATEMENT OF WORK

TERMS & CONDITIONS

1. REIMBURSABLES

All additional and out-of-pocket expenses, including development accounts, comps, material and supplies will be reimbursed by the Client. All reimbursements will be reviewed and approved by Client in advance of expenditure.

2. DEFAULT IN PAYMENT

The Client shall assume responsibility for all collection of legal fees necessitated by default in payment.

3. ESTIMATES

The fees and expenses shown are accurate estimates to the existing knowledge of Plaid Zebra Films. Final fees and expenses shall be shown when invoice is rendered. The Client's approval shall be obtained for any costs before they are incurred. If the estimate exceeds Client's expectations and no mutual agreement can be reached, the Client then has the right to cancel the agreement without any cancellation fee.

4. CHANGES & DELAYS

The Client shall be responsible for making additional payments for changes requested by the Client that exceed the original assignment. Excess changes that go beyond the scope of the original assignment will be estimated before any additional fees are incurred. All reasonable efforts to deliver the application on schedule will be used. However, at its option, Plaid Zebra Films can extend the due date for any deliverable by giving written notice to the Client. Any delay caused by conditions beyond the reasonable control of the performing party shall not constitute a breach of this agreement, provided that the delayed party has taken reasonable measures to notify the other of the delay in writing.

5. WAIVER, MODIFICATION, OR CANCELLATION

Any waiver, alteration, or modification of any of the provisions of this Agreement or cancellation or replacement of this Agreement shall not be valid unless in writing and signed by both parties. In the event of cancellation of this assignment, ownership of all copyrights and the original video shall be retained by Plaid Zebra Films, and a cancellation fee for work completed, based on 50% of the contract price and expenses already incurred, shall be paid by the Client.

6. ASSIGNMENT

Any attempt to assign or transfer any rights, duties, or obligations herein shall render such attempted assignment or transfer null and void.

7. LIABILITY

In no event shall Plaid Zebra Films be liable for any damages arising from the use of the video developed under the terms of this Agreement.

8. GOVERNING LAW

This Agreement shall be construed in accordance with and governed by the laws of the State of California.

Clients's Acceptance 1 (authorized representative of the company) 03.14 Date

Clients's Acceptance 2 (authorized representative of the company) Date

Company Name

Plaid Zebra's Acceptance (authorized representative of the company) Date

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court, Sacramento, CA 95825

Phone (916) 568-3071 FAX (916) 568-3145

Purchasing Department

lrccdpurchase@losrios.edu



Sacramento City College

American River College

Cosumnes River College

Folsom Lake College

CONFLICT OF INTEREST STATEMENT

This is to certify that the undersigned employee(s) has/have no economic interests which may foreseeably be materially affected by having participated in the development of the specifications for service, equipment and/or material represented by the referenced requisition.

(Pursuant to District Regulation R-8323 and District Policy P-8611

This form must be signed and submitted with the Purchase Requisition (GS Form 127) for those transactions listed below.)

- ❖ Sole Source
- ❖ Professional Service Agreements
- ❖ Service Agreements (GS Form 78: Rev. 2/2012)
- ❖ Selection Committee Recommendations (formal process)

READ CAREFULLY BEFORE SIGNING:

Employee/Date *8.4.14*

Selection Committee Member/Date

769432

Requisition Number

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

OFFICIAL USE ONLY:	
PURCHASE ORDER#	
BUYER/DATE:	

LOS RIOS COMMUNITY COLLEGE DISTRICT INDEPENDENT CONTRACTOR vs. EMPLOYEE CHECKLIST

This questionnaire is to be used to determine if an individual is an independent contractor or employee. The individual should be consulted where necessary to answer all questions. If you believe that the individual qualifies as an independent contractor, submit a requisition, service agreement, checklist, and any explanatory attachments. The contract will not be valid until a Purchase Order is issued, and no agreements should be made nor should work commence before that time. Due consideration should be given to all questions, since the penalty to the originating department for misclassification is approximately 50% of the contract amount. For more information see the District Purchasing Guide. If you have any questions or require assistance, please contact the Director, Accounting Services at the District Office.

- | | Y
<input checked="" type="checkbox"/> | N
<input type="checkbox"/> |
|--|--|-------------------------------------|
| 1. Has this person ever been employed by the District? If so, please explain when and in what capacity _____. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the work include teaching, training, facilitating, counseling, curriculum development, workshops, seminars, or any other function related to education? If so, please explain _____. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Will the District exercise any control, direction or supervision of the contractor? If so, please explain _____. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above questions is "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why, and continue to question #4. If the answer to all of the above questions is "No", continue to question #4.

- | | | |
|---|-------------------------------------|-------------------------------------|
| 4. Must this individual perform the services (as opposed to the individual subcontracting or assigning the work to others)? Please explain to what extent the individual may or may not hire/subcontract others to do the work _____. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Has this individual worked for the District as an independent contractor in the past? If so, please explain the nature of past services (for what period, continuous vs. intermittent, how many hours, etc.) _____. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Can the contractor quit for any reason other than the District's breach of contract? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Can the District terminate the contract for any reason other than the contractor's breach of contract? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer to three or more of these questions 4 through 7 are "Yes" this person should be classified as an employee. If you believe that independent contractor status can still be justified, please attach a statement explaining why and continue to question #8.

- | | | |
|--|-------------------------------------|-------------------------------------|
| 8. Does the individual operate an independent trade or business, offering these same services to the general public? If so, please ask the individual what proportion of their annual revenues are obtained from the District:
Less than 25%- _____ Between 25% & 50% _____ Over 50 % _____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Does this individual have a substantial investment in his/her business, maintain facilities, own/rent equipment, etc.? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Does the individual provide all materials, supplies, and support services necessary for performance of this service? If no, please explain _____. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. Does the individual bear the cost of any travel and business expenses incurred to perform this service (no District reimbursement)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If the answer to questions 8 through 11 is "Yes", and the answer to questions 1 through 7 is "No", this individual can be classified as an independent contractor.

The above information has been compiled and reviewed per District Guidelines:

Originator: *Robert Miller* Date: 8/1/14

LOS RIOS COMMUNITY COLLEGE DISTRICT
Service Agreement Certification Form

Requisition No 769432
Description of Services Video Services

As of January 1, 2003, Education Code Section 88003.1 restricts the District's ability to contract for services. Before a requisition can be processed, the following certificate must be completed indicating that the required service meets the Ed Code criteria.

Section I

The requisition will not go forward for processing unless you answer yes to at least one of the questions below:

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| 1. Is this a continuing Service Agreement that was in place before January 1, 2003? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The Legislature has specifically mandated or authorized the service to be contracted out. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. The necessary services are either unavailable within the District workforce, cannot be satisfactorily performed by employees, or are very highly specialized. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. The services are incidental to a contract for the purchase of real or personal property, for example a service contract for office equipment. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Contracting out is necessary to avoid a conflict of interest or other legal problem, or where an outside perspective is needed. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. The service is needed to respond to an emergency. The contract shall be no longer than sixty days. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. The services are so urgent, temporary or occasional that the delay in the District's hiring process would frustrate the purpose. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Section II

If the services do not fall within one of the above exceptions, the requisition will not go forward unless you answer yes to all of the following questions:

- | | | |
|--|-------------------------------------|--------------------------|
| 1. There clearly will be actual overall cost savings. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| a. The District must consider the salaries and benefits of additional staff and the cost of additional space, equipment and materials. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. The District shall not include the District's indirect overhead costs, unless those costs would be exclusively caused by the work. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. The District shall include the District's costs of supervising, inspecting or monitoring the contractor. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. The services are not being contracted out solely to save money. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The contract does not cause the displacement of District employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. The savings must be large enough that market fluctuations will not tip the balance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. The amount of savings must clearly justify the size and duration of the contract. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. The contract must be publicly bid. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. There is minimal risk of contractor rate increases. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. The contract is with a firm. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. The potential economic advantage of contracting out is not outweighed by the public interest in having the work done in-house. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the services do not qualify under Section I or II, then the services must be completed by District staff and the requisition cannot be processed.

Certified by: *Ruth Nielsen*
(Dean or other Authorized Signature)

Date: 8/11/14

From: [Haney, Brenda](#)
To: [FLC-Purchase](#)
Subject: REQUEST FOR NEW VENDOR ID_ PLAID ZEBRA FILMS
Date: Thursday, September 18, 2014 8:38:07 AM
Attachments: [DOC091814.pdf](#)
Importance: High

Hi Purchasing –

We need a VID set up for PLAID ZEBRA FILMS – as we are routing a new contract and requisition that will need to be expedited. Please email me the VID# you set-up for GENFD – so I can include it on REQ.

Note: FLC has used this vendor for two other BANFL/SCOFL PO/Contracts - in 2013 – 2014 – and have already set-up VID: 1369 on the campus based SCOFL side.

- Vendor Application and W9 attached from our FLC files.
- Vendor will invoice as PLAID ZEBRA FILMS

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court ■ Sacramento, CA
95825
PURCHASING DEPARTMENT (916)
568-3071
Fax (916)568-3145 ■
lrccdpurchase@losrios.edu

VENDOR APPLICATION

Return signed completed form to Purchasing via fax or email.

NAME:

VID: 1369 (BANFL / SCOF)

NAME OF FIRM Plaid Zebra Films		FEDERAL ID# OR SOCIAL SECURITY # 46-2081544 / - -	
MAILING ADDRESS 1623 1/2 17th St Sacramento, CA 95811		REMIT ADDRESS 1623 1/2 17th St Sacramento, CA 95811	
PHONE 916 467 2504	FAX N/A	EMAIL joel@plaidzebrafilms.com	

WEBSITE plaidzebrafilms.com			ORGANIZATION CLASSIFICATION (Check all that apply)	
			Individual	MBE
			<input checked="" type="checkbox"/> Partnership	WBE
			<input type="checkbox"/> Non Profit	DVB
			<input type="checkbox"/> Corporation	E
			Contract (List or	State Incorporated)
			's License #	

PROVIDE LIST OF COMMODITIES, EQUIPMENT, SUPPLIES and/or SERVICES AVAILABLE TO THE DISTRICT		
Professional Audio and Video Capture		
Professional Video Editing		

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Joel Dockendorf Plaid Zebra Films	
	Business name/disregarded entity name, if different from above Plaid Zebra Films	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 1623 1/2 17th St		Requester's name and address (optional)
City, state, and ZIP code Sacramento, CA 95811		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	Employer identification number														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%; height: 20px;"> </td> </tr> </table>					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;">4</td> <td style="width: 25%; height: 20px;">6</td> <td style="width: 25%; height: 20px;">-</td> <td style="width: 25%; height: 20px;">2</td> <td style="width: 25%; height: 20px;">0</td> <td style="width: 25%; height: 20px;">8</td> <td style="width: 25%; height: 20px;">1</td> <td style="width: 25%; height: 20px;">5</td> <td style="width: 25%; height: 20px;">4</td> <td style="width: 25%; height: 20px;">4</td> </tr> </table>	4	6	-	2	0	8	1	5	4	4
4	6	-	2	0	8	1	5	4	4						

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶ 5/2/2013
------------------	----------------------------	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

From: [Haney, Brenda](#)
To: [Nielsen, Ruth](#); [Robinson, Brian](#)
Subject: PLEASE ADVISE_ RCVG CONFIRMATION REQUIRED _ FW: PLAID ZEBRA INVOICE 0029 / PO#_0001078403
Date: Thursday, January 29, 2015 10:32:24 AM
Attachments: [0001078403 PLAID ZEBRA FILMS.pdf](#)
[DOC012915-01292015083103.pdf](#)

Hi Brian / Ruth –

Vendor Plaid Zebra has invoiced for final balance on attached PO_0001078403. The following is required to remit final payment:

- 1) Please confirm if all services and deliverable product have been received for this Service Agreement Contract per Vendor Proposal/Scope of Work .
 - a. If yes – provide final delivery date(s) and authorization to process PO Receivers and Payment Remittance (Area Dean or VPI approval required for this).
 - b. If no – provide status update and timeline for completion.

Thank you,

Brenda Haney

Business Services

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

 916.608.6635 |  haneyb@flc.losrios.edu

From: Haney, Brenda
Sent: Thursday, January 29, 2015 10:21 AM
To: Slav, Lyudmila
Subject: FW: PLAID ZEBRA INVOICE 0029 / PO#_0001078403

Lyudmila –

PO_0001078403 copy attached. Invoice is for PO Line# 2 Balance Due. Receiver Required – I will have to confirm with requesting Area if services and video have been received.

- If yes – I'll process an online receiver.
- If no – I'll email back with that information.

Thank you,

Brenda Haney

Business Services

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

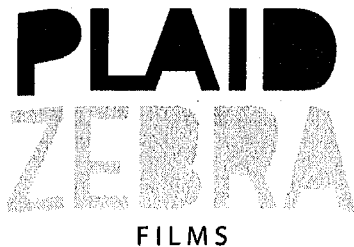
 916.608.6635 |  haneyb@flc.losrios.edu

-----Original Message-----

From: Slav, Lyudmila
Sent: Thursday, January 29, 2015 8:42 AM
To: Haney, Brenda
Subject: PLAID ZEBRA INVOICE 0029

Good morning Brenda,
I received invoice from Plaid Zebra vendor. The invoice doesn't show PO number. Can you please provide me PO number so I can process it for payment?
Thank you,

Lyudmila Slav
Accounting Operations
Los Rios Community College District
1919 Spanos Court
Sacramento, CA 95825
(916) 568-3047
slavl@losrios.edu



PLAIDZEBRAFILMS.COM
1623 1/2 17TH STREET
SACRAMENTO, CA 95811
TEL: 916.487.2504

INVOICE #0029

TO: FOLSOM LAKE COLLEGE
Contact: Dr. Monica Pactol
FOR: ASSESSMENT TEST VIDEO
Date: 1.11.2015

DESCRIPTION:	AMOUNT:
Final Deposit for Assessment Test Video	\$2250
TOTAL:	\$2250

PAYMENT DETAILS:
All checks must be made out to "Plaid Zebra Films".

YOUR BUSINESS MEANS A LOT TO US!
THANKS!

From: [Pactol, Monica](#)
To: [Nielsen, Ruth](#); [Haney, Brenda](#)
Cc: [Robinson, Brian](#)
Subject: RE: PLEASE ADVISE_ RCVG CONFIRMATION REQUIRED _ FW: PLAID ZEBRA INVOICE 0029 / PO#_0001078403
Date: Friday, January 30, 2015 2:06:17 PM

approved

From: Nielsen, Ruth
Sent: Friday, January 30, 2015 1:36 PM
To: Haney, Brenda
Cc: Robinson, Brian; Pactol, Monica
Subject: RE: PLEASE ADVISE_ RCVG CONFIRMATION REQUIRED _ FW: PLAID ZEBRA INVOICE 0029 / PO#_0001078403

Brenda,

The final delivery of the service was completed on Wednesday, January 21, 2015. Please authorize payment to process the PO Receivers and payment remittance once you receive Area dean or VPI approval.

Brian/Monica, can you please approve this?

Thanks,
Ruth



Ruth Nielsen | Assistant to Dean of Instruction – Brian Robinson – Interim
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916.608.6621 | f. 916-608-6523 | NielseR@flc.losrios.edu | www.flc.losrios.edu

From: Haney, Brenda
Sent: Thursday, January 29, 2015 10:32 AM
To: Nielsen, Ruth; Robinson, Brian
Subject: PLEASE ADVISE_ RCVG CONFIRMATION REQUIRED _ FW: PLAID ZEBRA INVOICE 0029 / PO#_0001078403

Hi Brian / Ruth –

Vendor Plaid Zebra has invoiced for final balance on attached PO_0001078403. The following is required to remit final payment:

- 1) Please confirm if all services and deliverable product have been received for this Service Agreement Contract per Vendor Proposal/Scope of Work .
 - a. If yes – provide final delivery date(s) and authorization to process PO Receivers and Payment Remittance (Area Dean or VPI approval required for this).
 - b. If no – provide status update and timeline for completion.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Haney, Brenda

Sent: Thursday, January 29, 2015 10:21 AM

To: Slav, Lyudmila

Subject: FW: PLAID ZEBRA INVOICE 0029 / PO#_0001078403

Lyudmila –

PO_0001078403 copy attached. Invoice is for PO Line# 2 Balance Due. Receiver Required – I will have to confirm with requesting Area if services and video have been received.

- If yes – I'll process an online receiver.
- If no – I'll email back with that information.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

-----Original Message-----

From: Slav, Lyudmila

Sent: Thursday, January 29, 2015 8:42 AM

To: Haney, Brenda

Subject: PLAID ZEBRA INVOICE 0029

Good morning Brenda,

I received invoice from Plaid Zebra vendor. The invoice doesn't show PO number. Can you please provide me PO number so I can process it for payment?

Thank you,

Lyudmila Slav

Accounting Operations

Los Rios Community College District

1919 Spanos Court

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(916) 568-3047

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