

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PURCHASE ORDER NO 0001078778

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 10/28/2014	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 808559 WERFW POONV		Location / Dept 04ADMN LRC

Vendor: 0000004027
 OFFICE DEPOT INC
 4720 NORTHGATE BLVD
 LOS RIOS ACCT: #89574855
 SACRAMENTO CA 95834

Phone: (916) 569-5166
Fax: (888) 811-7272

email: john.duncan@officedepot.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	CHAIR, RANIER MANAGER HIGH BACK ARMS-18A 60L-AIR LUMBAR GRADE B MAINFRAME TRUFFLE #R8-B-18A-60L	1.00	EA	416.00	416.00	11/12/2014

QUOTE DATED 9/2/14 FROM JOHN DUNCAN

EMAIL PO TO JOHN.DUNCAN@OFFICEDEPOT.COM
 PLEASE PROCESS PO IMMEDIATELY

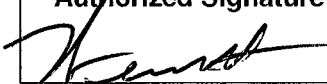
Sub Total Amount	416.00
Sales Tax Amount	33.28
Total PO Amount	449.28

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	11	FL.VA.PROJ	67300	00000	101E	449.28	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
 10-30-14

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.

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.

From: [Haney, Brenda](#)
To: [Poon, Vivian](#)
Cc: [Alford, Jennifer](#)
Subject: RE: PO STATUS_REQ#_808559_ OFFICE DEPOT
Date: Tuesday, October 28, 2014 7:36:19 AM
Attachments: [REQ#_808559_OFFICE DEPOT_JAE ANDERSON.PDF](#)

Yes, please process. Thank you.



Area prepared this as an E-REQ , printed/signed and hardcopy mailed to DO 9/8/14. Attached PDF is a color scan BSO took of it before mailing.

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: Monday, October 27, 2014 3:58 PM
To: Haney, Brenda
Cc: Alford, Jennifer
Subject: FW: PO STATUS_REQ#_808559_ OFFICE DEPOT

Purchasing has no record for this req. Do you want me to process it now?

From: Haney, Brenda
Sent: Monday, October 27, 2014 3:39 PM
To: FLC-Purchase
Subject: PO STATUS_REQ#_808559_ OFFICE DEPOT

Please provide PO status for attached REQ#_808559 .

Best Regards,

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. 808559
 P.O. NO.

DATE 09/04/14 VENDOR OFFICE DEPOT
 ADDRESS 4720 NORTHGATE BLVD
 CITY SACRAMENTO STATE CA ZIP 95834
 E-MAIL _____
 PHONE 916.927.3409 FAX _____

Vendor Code _____
 Approved by / Date _____
 Reviewed by / Date _____
 Dispatched Method / Date _____

FLC BUSINESS SERVICES
 2014 SEP 8 A 11:00

DELIVERY INSTRUCTIONS
04ADMIN
 Department Building Location VPI
 College/District Location Department
 INSTRUCTION ASAP
 Division Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	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	RANIER MANAGER HIGH BACK CHAIR	1	EA	416	416.00
2	ERGONOMIC FOR JAE ANDERSON				
3	R8-B-18A-60L				
4	SEE ATTACHED QUOTE				
5					
6					
7					
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects			SalesTax	33.28
This purchase is in compliance with the requirements of _____			Total	449.28
_____ For grants/special projects		Program Name		
Program Director/Coordinator Signature	Project/Grant Number			
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.

WENDA VANDER WERF 9/4/14

REQUESTED BY: TYPED/PRINT DATE
Wenda Vander Werf 9/4/14

REQUESTED BY: SIGNATURE DATE

AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE DATE
[Signature] 9.4.2014

APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

GENFD /6490 /11 / FL.VA.PROJ				
Bus. Unit	Account	* Fund	Org	
67300	/00000	/2015	/101E	\$ 449.28
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 04ADMIN Dept. VPI
 Building ADMIN Room No. LOBBY



QUOTATION

DATE: 9/2/2014

Attention: Wenda Vander Werf
 Company: Folsom Lake College
 Address:
 City: Sacramento
 Fax:
 Phone: 916-608-6733

John Duncan
 Major Account Manager
 4720 Northgate Blvd.
 Sacramento, CA 95834

Fax: 916 927-3409 + 866 438-4840

QTY	U/M	ITEM #	DESCRIPTION	LIST PRICE	NET PRICE	TOTAL NET
1	EA	R8-B-18A-60L	Ranier Manager High Back Chair	843.00	416.00	416.00
			Arms-18A, 60L-air lumbar			
			Grade B - Mainframe Truffle			
			Tagging: Jae Anderson			

NET 30 DAYS F.O.B. DESTINATION TOTAL (EXCLUDING TAX) \$416.00

Delivery: _____

Comments: _____

BY: John Duncan

This quotation is valid for 30 days


LOS RIOS

COMMUNITY
COLLEGE
DISTRICT



Date: September 4, 2014

To: Kathleen Kirklin

From: Debbie Turner 

Re: Ergonomic Evaluation for Jae Anderson

Per your request, I spoke to Jae regarding her discomfort in her current chair. She is having pain in her lower back. Jae tried several demo chairs and found one that supported her back well. She has requested that the new chair have the air bladder which supported her lower and mid back. This is included in the quote. I reminded Jae to be sure her keyboard is at elbow level and that she is sitting about an arm length away from her monitors.

I recommend ordering a new chair as noted in the attached quote.

If you have any questions, I can be reached at ext. 3189.

Thank you

cc: Herschel Smith

American River College
Cosumnes River College
Folsom Lake College
Sacramento City College

1919 Spanos Court
Sacramento, CA 95825
Phone: 916 568-3021
Fax: 916 568-3023
www.losrios.edu

M E M O R A N D U M

619 SW Wood Street Hillsboro, OR 97123
 Phone: (800) 447-5542 Fax: (800) 734-6377
 www.rfmseating.com

Sold To:

OFFICE DEPOT BSD-FREMONT-AS
 PO BOX 982212
 ATTN: ACCTS PAYABLE
 EL PASO TX 79998

Ship to :

FOLSOM LAKE COLLEGE
 10 COLLEGE PARKWAY
PO: 0001078778
 CBD VIVIAN POON 916-568-3070
 FOLSOM CA 95630
 United States

Phone (510)497-1900

Fax (562)490-7466

*RCVR: 0001067071
 11/25/14 LMT*

Customer PO Number	Order Date	Ship Date	Terms	FOB	Ship Via	Salesperson
5466650-1135	11/10/2014	11/24/2014			UPS Landed	09
Item	Part Number / Description / Details			Quantity	Unit Price	Extended Price
001	R8---B181017----3360 3600 RAINIER SERIES 3600 MODEL #:R8 FABRIC GRADE:GRADE B MAINFRAME TRUFFLE ARM BRACKETS:0018 360 DEG. PIVOT ARM/IN-OUT ARM PADS:10 NEW STANDARD PAD ARM ACCESSORIES:17 BRACKET SEAT:1900 SEAT SEAT ACCESSORIES:33 NW SEAT SLIDER CONTROL:36 4PDL W/SMOOTH SLEEVE BLK BACK:363 BACK BACK BAR:0036BB EURO/RACH BAR-127"BEND BACK ACCESSORIES:60 AIR LUMBAR CYLINDER:100MM-CYLI CAN COVER:3-PIECE SHORT CAN COVER BASE:13 BASE - 27" BLK NYLON CASTERS:55MM STD CAST BOX:307 STANDARD TASK (583) CH BOX PRODUCTION LEAD TIME:10 - DAYS FACILITY:HILLSBORO OR S/M: PO: 0001078778/WERF W Estimated Ship Date: 11/24/2014			1.00 EA		

ENTERED
Los