

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001081087

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

PP  
5/11/15

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
04/24/2015	1 - 04/27/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
808952 HENDRICKST GALLARZC	04CYPH210	

Vendor: 0000000145  
 ASTRONOMICAL SOCIETY OF THE  
 PACIFIC  
 390 ASHTON AVE  
 SAN FRANCISCO CA 94112

Ship To: FOLSOM LAKE COLLEGE  
 RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-6798  
 United States

email:

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

Tax Exempt? N *RCVR = 1068847* *514.15*

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	"THE UNIVERSE AT YOUR FINGERTIPS" 2.0 DVD-ROM	1.00 EA	29.95	29.95	05/08/2015
2- 1	SHIPPING	1.00 EA	9.95	9.95	05/08/2015

Sub Total Amount	39.90
Sales Tax Amount	2.40
Total PO Amount	42.30

*5/11/15 Pmt sold for 5/14*

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.AR03	19110	00000	700P	42.30	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>

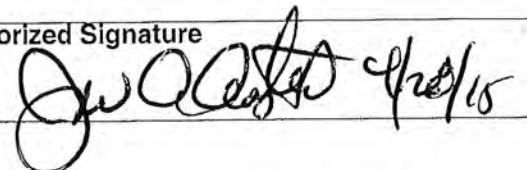
**PAID**  
*5,181.15*

*94-715909*

*\$39.90*

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



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 \_\_\_\_\_

FLC BUSINESS

Req No: **808952**

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

DATE 3/23/15  
 VENDOR Astronomical Society of the Pacific  
 ADDRESS 390 Ashton Ave  
 CITY San Francisco STATE Ca ZIP 94112  
 PHONE 415 337-1100 FAX 415 337-5205

APR 1 2015 MAR 32  
 P.O. NO: A 6: 13  
 DELIVERY INSTRUCTIONS  
0490H010  
 Location Code  
 FLC AST  
 College/District Location 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					
2	<u>Video/DVD Rom</u>				
3	<u>"The Universe at Your fingertips</u>	<u>1</u>	<u>ea</u>	<u>29.95</u>	<u>29.95</u>
4	<u>2.0 DVD-Rom</u>				
5					
6	<u>- see attached Ty.</u>				
7					
8					
9					
10					
11				<u>Sub</u>	<u>29.95</u>
12					
13		<u>1</u>	<u>ea</u>	<u>5/H</u>	<u>9.95</u>

**Purchases Charged to Categorical Programs, Grants or Special Projects**  
 This purchase is in compliance with the requirements of \_\_\_\_\_  
 Program Name Lobby  
 For grants/special projects \_\_\_\_\_  
 Project/Grant Number 700P  
 Program Director/Coordinator Signature [Signature]  
 Program Goal/Objective Number/Explanation Element mats & supplies  
 SalesTax 2.40  
**Total** 42.30

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.

GENFD / 4300 / 12 / FL. VI. AR 03

Bus. Unit	Account	* Fund	Org	
<u>19110</u>	<u>/ 00000</u>	<u>/ 2015</u>	<u>/ 700P</u>	<u>\$ 42.30</u>
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account	* Fund	Org	
Program	Sub-Class	BY	Proj/Grnt	Amount

REQUESTED BY: Theresa D. Hendricks TYPED/PRINT DATE 3/23/15  
 REQUESTED BY: [Signature] SIGNATURE DATE 3/23/15  
 AUTHORIZED: [Signature] DEAN OR AUTHORIZED SIGNATURE DATE 3/24/15  
 APPROVED: Joany Harman VICE PRESIDENT, ADMINISTRATION DATE 4/2/15

**\* Asset Location** - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.  
 Location Code \_\_\_\_\_ Dept. \_\_\_\_\_  
 Building \_\_\_\_\_ Room No. \_\_\_\_\_

**Instructions on Reverse**



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## The Universe at Your Fingertips 2.0 DVD-ROM



A Collection of Activities and Resources for Teaching Astronomy (on a DVD-ROM)

Edited by Andrew Fraknoi  
Published by the Astronomical Society of the Pacific

**Wholesale and international orders** please contact service {at} astrosociety.org or call customer service at 1-800-335-2624.

This DVD-ROM is the most comprehensive resource and activity guide for teaching basic concepts and activities in space science ever published. It includes:

- 133 field-tested hands-on activities, from programs and projects around the US,
- 17 topical guides to the best sources of information in print and on the web,
- 52 background articles on astronomy and education,
- 12 short videos with instructions for doing some of the most often-used activities, and
- 10 recommended sequences of activities to help students learn some of the topics most often found in the K-12 curriculum.

Here are just a few of the interesting activities included on the disk:

- Exploring the Phases of the Moon (with Everyday Materials)
- Modeling the Expanding Universe
- Picking the Top Tourist Sights in the Solar System
- Sensing the Invisible: Waves our Eyes Cant See but Simple Experiments Can Reveal

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- Counting to a Billion
- Mars Opposition Dance: Using Movement to Teach about Orbits
- Fun with the Sun
- Transit Tracks: How we Find Planets around Other Stars
- Make a Model Comet in Your Own Classroom
- The Toilet-paper Solar System Model
- Should Pluto be Considered a Planet?
- Bike Years Versus Light Years
- Black Hole Math

The disk is, in a sense, the "greatest hits" of astronomy education, designed to help teachers, curriculum specialists, museum educators, and astronomers who work with them find the most effective way of teaching about our understanding of the universe.

The activities, which range from brief (less than 15-minute) discussions to sequences that extend over several hours, cover a host of topics that are the staple of national and state science frameworks and standards. Each activity comes with full instructions, student (or audience) handouts, and connections to key ideas on science learning and teaching. Many can be used in informal settings as well as in the classroom.

Themes and topics include:

- The Moon and Its Phases
- The Sun in the Sky and the Seasons
- The Planets and Moons in our Solar System
- The Scale of the Solar System
- Comets, Asteroids, and Meteors
- Star Finding and Constellations
- The Sun and the Stars
- Galaxies and the Universe
- Space Exploration and the Search for Life
- Tools of the Astronomer (Telescopes and Light)
- Examining Pseudo-science and Skeptical Thinking
- Astronomy in Different Cultures
- Across the Curriculum: Astronomy and Other Subjects

The print version of this notebook has been used by thousands of schools, colleges, planetariums, museums, youth groups, park rangers and astronomy volunteers around the world. This updated, greatly expanded -- and much easier to carry -- disk is expected to become an even more important national resource for those who teach (or work with teachers of) astronomy.

[Click here for the full table of contents](#) (pdf file).

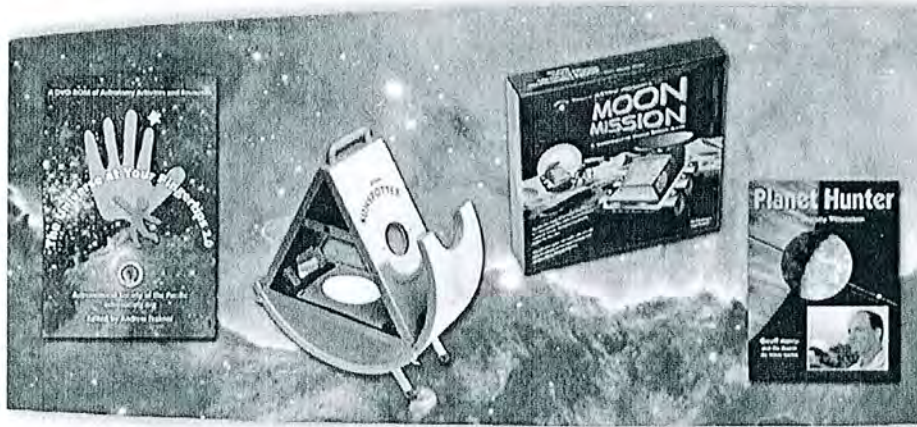
Price: \$29.95

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[More Universe at Your Fingertips](#) \$32.95 \$9.95



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## Shipping and Tax

We make every effort to ship your order out within 24 hours of receipt for items in stock. All of our orders ship via UPS as we have found this to be the safest and most reliable method for our company. However, it is necessary for us to use U.S. mail for Post Office box numbers, APO/FPO destinations and some non-mainland orders. If you would like to choose a different method of shipment you can contact our [Customer Service](#) team and they will offer you an alternative quote.

### Shipping Services

Orders are shipped UPS ground and require a street address. Delivery of in-stock items normally takes 7-10 business days. Your order may be shipped in multiple boxes and arrive separately. Posters are always shipped separately in a durable cardboard tube.

### Alaska, Hawaii, Puerto Rico, APO/FPO Addresses

Shipments to these destinations will be sent via U.S. mail for an additional \$5.00 per order on top of regular U.S. shipping prices. Allow one extra week for delivery.

### Rush Delivery

We offer rush service for the continental U.S. on in-stock items. Orders must be placed by 11am PT, M-Th. For 2-day and overnight charges please see our chart below. Rush order delivery may not be available for all items and cannot be guaranteed on back ordered or dropshipped items.

### International Orders

**All international orders**, please contact [Customer Service](#) for a quote. We no longer accept credit card payments for orders outside the United States. All international orders must be paid by cashiers check or money order. We accept wire transfers if you wish to expedite your order and must charge a \$30

bank processing fee on top of the order and shipping costs. Shipments will be sent via US Airmail unless otherwise requested. Allow 2-3 weeks for delivery.

Some items cannot be shipped outside the U.S. Please contact our Customer Service team if you have any questions. We encourage contacting us by email for more immediate correspondence with our Customer Service team.

Shipments may be subject to duties and taxes and are the responsibility of the recipient.

#### Posters

Please note: posters must ship separately via USPS in a cardboard tube. If your order contains items in addition to a poster, an additional \$7.95 shipping charge for the poster will be added to your order. If you are only ordering posters, the poster shipping charge will be a flat \$7.95. The shipping charge in your cart may show a higher shipping charge but your credit card will only be charged \$7.95 in shipping.

#### UPS Delivery Charges within the U.S.

Order Amount	Regular Shipping Charges
Up to \$25	\$7.95
\$25.01 – \$50.00	\$9.95
\$50.01 – \$100.00	\$14.95
\$100.01 – \$150.00	\$17.95
\$150.01 – \$200.00	\$19.95
\$200.01 and up*	12% of merchandise total

**2-Day Shipping Charges:** Add an additional \$12.95 to your Total Shipping Charges. For online orders \$200.01 and up, charge is 13% of merchandise subtotal.

**Overnight Shipping Charges:** Add an additional \$27.95 to your Total Shipping Charges. For online orders \$200.01 and up, charge is 15% of merchandise subtotal.

All Rush Order delivery orders must be placed by 11:00 am (PT) Monday thru Thursday for guaranteed delivery.

#### Tax

All orders shipped to California are charged California state sales tax. Tax will automatically be added to your order during the checkout process.



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390 Ashton Avenue, San Francisco, CA 94112  
T 415.337.1100 F 415.337.5205