

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO**

**0001081756**

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145

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

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b>	<b>Revision</b>	<b>Page</b>
05/21/2015	1 - 05/27/2015	1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Metho
<b>Reference:</b>	<b>Location / Dept</b>	
808992 HARRELLK GALLARZC	04ADMN	

**Vendor:** 0000035705  
 PLAID ZEBRA FILMS  
 2110 K STREET  
 SACRAMENTO CA 95816

**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	SERVICE AGREEMENT #45067, PLAID ZEBRA FILMS RETAINER (INVOICE#0034)	1.00 EA	1,450.00	1,450.00	06/04/2015
2- 1	SERVICE AGREEMENT#: 45067, BALANCE OF PAYMENT DUE UPON DELIVERY OF PRODUCT	1.00 EA	1,450.00	1,450.00	06/04/2015

PAY INVOICE # 0034, LINE #1 (RETAINER FOR SERVICE AGREEMENT#: 45067)

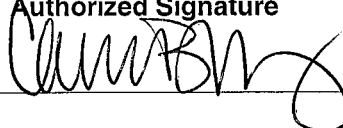
<b>Sub Total Amount</b>	2,900.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	2,900.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5100	12	FL.VI.CTEF	49000	00000	481C	1,000.00	2015
GENFD	5100	12	FL.VI.VTEA	22061	00000	316C	1,900.00	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**  


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

Page 1 of 1

**Requisition**  
 Joel Dockendorf  
 joel@plaidzebrafilms.com

Req. No. <span style="float: right; color: red;">808992</span>
P.O. NO.

Vendor Code	DATE <u>3/19/15</u>
Approved by / Date	VENDOR <u>Plaid Zebra Films</u>
Reviewed by / Date	ADDRESS <u>2110 K street</u>
Dispatched Method / Date	CITY <u>Sacramento</u> STATE <u>CA</u> ZIP <u>95816</u>
PHONE <u>(916) 467-2504</u> FAX _____	

DELIVERY INSTRUCTIONS	
<u>04ADMN</u>	
Location Code	
College/District Location <u>FLC</u>	Department <u>GIS</u>
Division <u>CTE</u>	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	<u>Plaid Zebra Films Service Agreement</u>				
2	<u># 45067 retainer</u>				\$ 1450-
3					
4					
5	<u>on delivery of product</u>				\$ 1450-
6					
7					
8					
9					
10					
11					
12					
13					

<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b>		Sales Tax
This purchase is in compliance with the requirements of _____		
Program Name _____		
For grants/special projects _____		
Program Director/Coordinator Signature _____	Project/Grant Number _____	<b>Total</b>
Program Goal/Objective Number/Explanation _____		\$ 2900-

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.

<u>Kim Harrell</u>	<u>3/23/15</u>
REQUESTED BY: TYPED/PRINT	DATE
<u>Kim Harrell</u>	<u>3/23/15</u>
REQUESTED BY: SIGNATURE	DATE
<u>Kim Harrell</u>	<u>3/23/15</u>
AUTHORIZED: DEAN OR AUTHORIZED SIGNATURE	DATE
<u>Kathleen Kuklin</u>	<u>3/25/15</u>
APPROVED: VICE PRESIDENT, ADMINISTRATION	DATE

<u>GENFD / 5100 / 12</u>	<u>AR.VI. WFED FL.VI. CTE</u>	<u>1000</u>	<u>00000 / 2015 / 481C</u>	\$ <u>1000-</u>
Bus. Unit	Account	* Fund	Org	
<u>GENF / 5100 / 12</u>	<u>FL.VI. VTEA</u>	<u>22061</u>	<u>00000 / 2015 / 316C</u>	\$ <u>1900-</u>
Program	Sub-Class	BY	Proj/Grnt	Amount

\*Asset Location - For equipment purchases over \$200 (Accounts 6490, 6495 and computers) complete the area below indicating the final location where equipment will be housed.

Location Code \_\_\_\_\_ Dept. \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_

**Instructions on Reverse**

LOS RIOS COMMUNITY COLLEGE DISTRICT  
SERVICE AGREEMENT

Vendor # 1369

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

No. 45087

Attachment to Purchase Order No. \_\_\_\_\_

This Agreement entered this 31<sup>st</sup> 3/19/15 day of March by and between the Los Rios Community College District (District) and (CONTRACTOR), Piada Zepeda Alms CONTRACTOR No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Business Name (if different) \_\_\_\_\_ FIN No. 46-2081544

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

Telephone No. 916-467-2904 (SSN or FIN No. must be provided for payment)

Address 2110 K Street City and State Zip Sacramento, CA 95816

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) 3/19/15 to (date) 6/12/15. 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.

**Videography Services to produce GIS Video for Geology Work Force Development Program**

2. **Compensation.** For its services hereunder, CONTRACTOR shall be paid a sum of money not to exceed \$ 2900, 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: 50% receiving deposit, 50% cash on delivery. 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: Piada Zepeda Alms' statement of work. All amendments to this Agreement must be in writing and signed by authorized representatives of both parties. (attached)

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 [Signature] Date 3/30/2015 Requisition # SC8992

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

**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:**

Kum Harrell 3-27-15  
Employee/Date

\_\_\_\_\_  
Selection Committee Member/Date

808992  
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                        | N                                   |
|--|--------------------------|-------------------------------------|
| 1. Has this person ever been employed by the District? If so, please explain when and in what capacity _____.  | <input type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input checked="" 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 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 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 type="checkbox"/> |
| 7. Can the District terminate the contract for any reason other than the contractor's breach of contract?   | <input type="checkbox"/> | <input 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:<br>Less than 25%- _____ Between 25% & 50% _____ Over 50 % _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does this individual have a substantial investment in his/her business, maintain facilities, own/rent equipment, etc.?  | <input 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 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 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: Kenn Hancey Date: 3-23-15

LOS RIOS COMMUNITY COLLEGE DISTRICT  
Service Agreement Certification Form

Requisition No 808992

Description of Services Promo Video - CTE Certificate

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 type="checkbox"/> |
| 2. The Legislature has specifically mandated or authorized the service to be contracted out.   | <input type="checkbox"/>            | <input 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 checked="" type="checkbox"/> | <input 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 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 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 type="checkbox"/> |
| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff.                       | <input 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 type="checkbox"/>            | <input 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 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 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 type="checkbox"/> | <input type="checkbox"/> |
| c. The District shall include the District's costs of supervising, inspecting or monitoring the contractor.                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The services are not being contracted out solely to save money.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The contract does not cause the displacement of District employees.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The savings must be large enough that market fluctuations will not tip the balance.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The amount of savings must clearly justify the size and duration of the contract.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The contract must be publicly bid.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions.    | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. There is minimal risk of contractor rate increases.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The contract is with a firm.  | <input 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 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: Yvonne Harrell  
(Dean or other Authorized Signature)

Date: 3-23-15

## 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:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_

Other (see instructions) ▶ \_\_\_\_\_

Address (number, street, and apt. or suite no.)  
 1623 1/2 17th St

City, state, and ZIP code  
 Sacramento, CA 95811

List account number(s) here (optional)

Requester's name and address (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.

**Social security number**

				-			-			
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**Employer identification number**

4	6	-	2	0	8	1	5	4	4
---	---	---	---	---	---	---	---	---	---

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

**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.





PLAIDZEBRAFILMS.COM  
2110 K STREET  
SACRAMENTO, CA 95818  
TEL: 916.467.2504

INVOICE #0034

INVOICE

**TO:** FOLSOM LAKE COLLEGE

**Contact:** Kim Harrell

**FOR:** WORKFORCE DEVELOPMENT - GEOLOGY

**Date:** 3.19.2015

**DESCRIPTION:**

**AMOUNT:**

Retainer Deposit for Video	\$1450
<b>TOTAL:</b>	<b>\$1450</b>

**PAYMENT DETAILS:**

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

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

## **FOLSOM LAKE COLLEGE - WORKFORCE DEVELOPMENT**

Date: 3.19.2015

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### **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 has a Geographical Information Systems (GIS) certificate program offered by the Geology department. GIS is a comprehensive database tied to features on the earth's surface, with an integrated set of tools for querying, analyzing, and displaying geographic information.

### **OVERVIEW**

Folsom Lake College has the objective of creating a video that encourages students to sign up for the GIS certificate program. The video will share how this program is fun, exciting, utilizing innovative technology, and is tied to a growing field of careers. By hearing the passion from Professor Pittman and one of his students, the audience will connect to the program on a human level.

Having been Folsom Lake College graduates ourselves, Plaid Zebra Films is uniquely suited to create this video story. Using our combination of cinematic filmmaking and story-focused editing, Plaid Zebra can create a film that is not only informative but entertaining for students trying to decide career paths.

### **TIMELINE AND DELIVERABLES:**

The delivered product for this project will be a two minute 1080p video file.

The principle photography will need to be filmed before class is finished with session on May 20th 2015.

The completion date for this project is June 12th 2015.



PLAIDZEBRAFILMS.COM  
2110 K STREET  
SACRAMENTO, CA 95816  
TEL: 916.467.2504

## PROJECT SCOPE / PROJECT ELEMENTS

### PRE - PRODUCTION

\$800

- Video planning session with FLC and Plaid Zebra
- Site inspections and shot location review with respective talent
- Project management and client Q&A for 9 weeks
- Create film shot list
- Draft interview questions

### PRODUCTION

\$1,000

- Director and Cinematographer
- 2 days of interview production
- 2 days of story-based b-roll

### POST PRODUCTION

\$1,100

- Catalog video for edit
- 30 hours of video 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**

**\$2,900**

#### **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.



PLAIDZEBRAFILMS.COM  
2110 K STREET  
SACRAMENTO, CA 95816  
TEL. 916.467.2504

**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)      Date

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

\_\_\_\_\_  
Company Name

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

PROJECT: Workforce Development Video -  
Geographical Information Systems (GIS) certificat program, Geology department

TIMELINE AND DELIVERABLES

Completion date: November 15, 2015

Principle photography will need to be filmed before GIS class is finished - date TBD

2-minute 1080p video file

	Plaid Zebra	Stevenson Media	Sounding Board Marketing & Communications B-43 Productions
Pre-Production	800	200	No Quote
Video Planning session	X	X	script writing - \$1500
Site inspections and shot location review	X		
Project Management and Client Q & A	9-weeks		
Create film shot list	X		
Draft interview questions	X	X	
Production	1000	1200	500
Director and Cinematography	X		1/2 day producing
Interview Production	2-days	1-day	1-day shooting
Story-based b-roll	2-days		
Post Production	1100	1200	1000
Catalog video for edits	X		
Video editing	30-hrs	X	1-day
Edit changes with client	2 rounds		1 round
License music for online distribution of video	X	X	
Addition of logos - provided by FLC	X		
digital HD download for website use	X	X	X
Total Estimate	2900	2600	4000



### Estimate

From **Stevenson Media**  
 5050 Laguna Blvd Ste 112-528  
 Elk Grove CA 95758

Estimate Id: **FLCGIS1**  
 Issue Date: **04/30/2015**  
 Subject: **Promotional Video for GIS at FLC**

Estimate For: **Folsom Lake College: GIS**

Description	Quantity	Unit Price	Amount
<b>Pre-Production</b> <ul style="list-style-type: none"> <li>• Pre-Production and Scheduling with faculty</li> <li>• Development of a Script and Interview Questions</li> </ul>	1.00	\$200.00	\$200.00
<b>Production</b> ✓ • Filming for <u>one full-day</u> of an instructor, <u>3 student interviews</u> , and <u>footage of classroom activities</u>	1.00	\$1,200.00	\$1,200.00
<b>Post-Production</b> <ul style="list-style-type: none"> <li>• Video Editing, Color Correction, and Audio Sweetening</li> <li>• Motion graphics for Intro Titles, Name Labels, and Conclusion</li> <li>• Music tracks that complement the video message and theme</li> <li>• File preparation for online distribution</li> <li>• Transcription of video that can be used for closed captions or subtitles</li> </ul> <b>Licenses &amp; Usage</b> Music Licenses allow for non-commercial online distribution in perpetuity and DVD duplication under 1,000 copies. TV, Radio, or Broadcast Advertising require an additional Extended License.	1.00	\$1,200.00	\$1,200.00
<b>Project Delivery</b> The finished video will be 2-3 minutes in duration and will be delivered to you electronically via email or web server as a digital file (compressed QuickTime 1080p) by November 15, 2015.			

**Estimate Total \$2,600.00**

**Notes**

Payment is due on project completion. Sales tax does not apply to the cost for our services since the final products are delivered as digital files by email or download.

# Preliminary Estimate

PRICES VALID FOR 90 DAYS FROM APRIL 30, 2015

## Individual Program Video (2 minutes)

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**\$2,600** / video

Stevenson Media will create a 2-minute video to encourage students to sign up for the GIS certificate program at FLC. We will film on-campus at the Folsom Lake College main campus.

### INCLUDES

- Pre-Production and Scheduling with faculty
- Development of a Script and Interview Questions
- Filming for one full-day of an instructor, 3 student interviews, and footage of classroom activities
- Video Editing, Color Correction, and Audio Sweetening
- Motion graphics for Intro Titles, Name Labels, and Conclusion
- Music tracks that complement the video message and theme
- File preparation for online distribution
- Transcription of video that can be used for closed captions or subtitles

### LICENSES & USAGE

Music Licenses allow for non-commercial online distribution in perpetuity and DVD duplication under 1,000 copies. TV, Radio, or Broadcast Advertising require an additional Extended License.

### PROJECT DELIVERY

The finished video will be 2-3 minutes in duration and will be delivered to you electronically via email or web server as a digital file (compressed QuickTime 1080p) by **November 15, 2015.**

### PAYMENT

Payment is due in full on project completion. Sales tax does not apply to the cost for our services since the final products are delivered as digital files by email or download.

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## Standard Rates

**\$840 per half-day for filming up to 3 hours on-location with video team**

**\$1,200 per day for filming up to 6 hours on-location with video team**



# VIDEO PRODUCTION PROCESS

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## Pre-Production

### Define Your Message

The first step will be to have a discussion with your project team about your desired message and style. After this, you will provide us a rough outline of what messages you want conveyed and what actions you want your audience to take.

### Develop Script & Interview Questions

The next step will be for us to develop a script which will guide how we craft the final video in terms of sequence, structure, and graphics. For unscripted content such as testimonials and interviews, it will be important to have a framework of questions to be asked during the interview process since authentic answers can't be scripted word for word.

### Filming preparation

Once we have approval of the script and interview questions, the coordinating producer will begin planning the filming schedule. They will arrange with you, the production team, and the interviewees to find the best days and locations for filming.

## Production

### Filming

All interviews and footage will be filmed on-location. The production team generally consists of 2 to 4 people that handle the roles of field producer, audio technician, and videographer.

Filming interviews and footage usually works best generally in 3 hour increments.

As the client, you will not be required to be present on the day of filming. What will be helpful is to have an open line of communication in order to help facilitate any questions or concerns that might arise.

# Post-Production

## **Draft Edit**

The post-production process starts with editing the interviews and footage to create a draft edit. We will select appropriate music to match the theme of the project and drive the narrative forward.

## **Initial Client Review**

We will present the first draft edit of the video without effects or titles. You will review the video online or in-person and will have an opportunity to comment and provide input on the interviews, visuals, and music selections.

## **Refined Edit**

At this stage, we will take the suggested adjustments and create a refined edit of the video. We will make adjustments to the footage that may include color corrections and audio sweetening. We will also finish editing the video with all music, footage, and graphics in place.

## **Final Client Review**

You will review the final video online and will have an opportunity to comment and request simple changes or corrections at that time.

## **Final Edit & Delivery**

Once the finished video is completed, you will be sent an email with a link to download a digital file of your video that can be played from a computer. At this point we will also provide a transcript of the video for closed captioning.



# Estimate

From **Stevenson Media**  
 5050 Laguna Blvd Ste 112-528  
 Elk Grove CA 95758

Estimate Id **FLCGIS1**  
 Issue Date **04/30/2015**  
 Subject **Promotional Video for GIS at FLC**

Estimate For **Folsom Lake College: GIS**

Description	Quantity	Unit Price	Amount
<b>Pre-Production</b>  <ul style="list-style-type: none"> <li>• Pre-Production and Scheduling with faculty</li> <li>• Development of a Script and Interview Questions</li> </ul>	1.00	\$200.00	<b>\$200.00</b>
<b>Production</b>  <ul style="list-style-type: none"> <li>• Filming for one full-day of an instructor, 3 student interviews, and footage of classroom activities</li> </ul>	1.00	\$1,200.00	<b>\$1,200.00</b>
<b>Post-Production</b>  <ul style="list-style-type: none"> <li>• Video Editing, Color Correction, and Audio Sweetening</li> <li>• Motion graphics for Intro Titles, Name Labels, and Conclusion</li> <li>• Music tracks that complement the video message and theme</li> <li>• File preparation for online distribution</li> <li>• Transcription of video that can be used for closed captions or subtitles</li> </ul> <b>Licenses &amp; Usage</b> Music Licenses allow for non-commercial online distribution in perpetuity and DVD duplication under 1,000 copies. TV, Radio, or Broadcast Advertising require an additional Extended License.	1.00	\$1,200.00	<b>\$1,200.00</b>
<b>Project Delivery</b> The finished video will be 2-3 minutes in duration and will be delivered to you electronically via email or web server as a digital file (compressed QuickTime 1080p) by November 15, 2015.			

**Estimate Total      \$2,600.00**

**Notes**

Payment is due on project completion. Sales tax does not apply to the cost for our services since the final products are delivered as digital files by email or download.

From: hvmcgowan@sounding-board.net [mailto:hvmcgowan@sounding-board.net]  
Sent: Thursday, April 30, 2015 9:46 PM  
To: Plews, Jeanne  
Cc: Rebecca Leroux  
Subject: Quote for GIS Video

Good evening, Jeanne;

Please find the quote from B43 Productions for the GIS video in the attachment. After discussing the video with Rebecca Leroux, owner of B43 Productions, and the production process and story-telling approach used in her videos, there is little, if no, need for scripting for the video. Therefore, I have not included a quote for those services, and if your department desires to contract with B43 Productions, Rebecca's contact information is included in the attached quote and I have copied her on this email. Examples of Rebecca's work can be viewed at <https://vimeo.com/b43productions>, and examples of her promotional videos, like the one FLC is seeking, can be found at: <http://www.b43productions.com/webmercials-promotional/>.

However, if--after talking with Rebecca and viewing examples of her work--more detailed strategic messaging and script writing is desired prior to the video's production, please do not hesitate to contact me regarding these needs, as I would be happy to assist. Strategic messaging and script writing would run between \$1,500-2,000, and a formal quote can be provided upon request.

All the best,  
Heather

↳ + B43 Quote for Videography Services

Heather V. McGowan | Principal & Owner | Sounding Board Marketing & Communications | 916.673.8868  
| [www.sounding-board.net](http://www.sounding-board.net)

Stay connected with Sounding Board on [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Google+](#)

Note:  
Sounding Board -only provides Script Development  
would subcontract out Videography to B43 Productions  
(separate quote attached).

Total GIS Video Project:

Sounding Board	\$ 1500.-	Pre-Production
B43 Productions	\$ 2500.-	Production, Post-Production
	<hr/>	
	\$ 4,000.-	

**B43Productions**  
 Proposal  
 for two-minute video  
 Geographical Information Systems

*Part II  
 Comp Quote # 3*

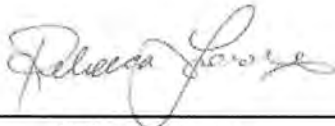
**SERVICES:**

- Produce story-telling style marketing GIS video with FLC and Sounding Board
- Shoot broll and interviews at FLC of GIS certificate program in October 2015
- Edit 2-min GIS video with deadline of mid-November 2015

**EXPENSES:**

- *Producing:* .5 day = \$500
- *Shooting:* 1 day = \$1000
- *Editing:* 1 day = \$1000
- *Music:* Included in B43Productions library. If specific or different music is requested, additional licensing fees may apply.

**TOTAL: \$2500**



X

\_\_\_\_\_  
 Rebecca Leroux  
 B43Productions

**Rates:**

*Shooting/Editing/Producing: \$125/hr*  
*4 hours <= .5 day*  
*4 hours >= 1 day*

*Please note: This proposal is an estimate of charges.  
 Editing/Shooting/Producing are subject to change depending on circumstances of video.  
 If client cancels shoot within five business days of proposed shoot date, client will incur \$250 charge.  
 After project is complete, client may request one round of edits at no additional charge. If client requests a second round of edits (voiceover, shot changes, text), additional time and costs are incurred.  
 Please sign this proposal and email it back to [b43productions@gmail.com](mailto:b43productions@gmail.com). Thank you!*



## Haney, Brenda

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**From:** Plews, Jeanne  
**Sent:** Friday, May 01, 2015 12:09 PM  
**To:** Haney, Brenda  
**Subject:** FW: Request for Quote for GIS Video

Brenda,  
Kim said that **Stevenson Media is only providing one re-edit and Plaid Zebra is providing two.** Thus, justification to go with Plaid Zebra.  
Please submit Stevenson Media quote at this time.  
Thanks for all of your help!

*Jeanne Plews*

Administrative Assistant to Dean of Instruction  
Kinesiology, Health, Athletics and Workforce Development  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
(916) 608-6687  
Fax (916) 608-6761

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**From:** Plews, Jeanne  
**Sent:** Friday, May 01, 2015 10:39 AM  
**To:** Haney, Brenda  
**Subject:** FW: Request for Quote for GIS Video

Brenda,  
I just received this revised quote from Stevenson Media. It is in the format you suggested. I sent it to Kim and Jason to review.  
Just go to the link in the email below.  
Thanks,

*Jeanne Plews*

Administrative Assistant to Dean of Instruction  
Kinesiology, Health, Athletics and Workforce Development  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
(916) 608-6687  
Fax (916) 608-6761

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**From:** Matt Stevenson [mailto:matt@stevensonmedia.com]  
**Sent:** Friday, May 01, 2015 10:06 AM  
**To:** Plews, Jeanne  
**Cc:** Diane Stevenson  
**Subject:** Re: Request for Quote for GIS Video

Hi Jeanne,

Thanks for checking with us. Here is the link to the updated estimate: <https://stevensonmedia.harvestapp.com/client/estimates/c1fd6448ea79ee48e8bf9287f2c8dbfd22b66a64>

Let us know if you need anything else. Have a great weekend!

**Matt Stevenson**  
Stevenson Media  
EMAIL [matt@stevensonmedia.com](mailto:matt@stevensonmedia.com)  
PHONE 916.538.1320

On May 1, 2015, at 9:57 AM, Plews, Jeanne <[PlewsJ@flc.losrios.edu](mailto:PlewsJ@flc.losrios.edu)> wrote:

Matt,  
Thank you for the quote. We are obtaining comparative quotes that need to follow a certain format. Can you please submit your quote with an itemized breakdown that indicates Pre-Production costs, Production costs, and Post Production costs with a total cost of \$2600.00?

For example,

Pre-Production (list \$ amount)  
(List what is included in pre-production in bullet format)

Production (list \$ amount)  
(list what is included in production in bullet format)

Post Production (list \$ amount)  
(list what is included in production in bullet format)

---

Total     \$2,600.00

I would like to get your revised quote by noon today.  
Thank you,

*Jeanne Plews*

Administrative Assistant to Dean of Instruction  
Kinesiology, Health, Athletics and Workforce Development  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
(916) 608-6687  
Fax (916) 608-6761

---

**From:** Matt Stevenson [mailto:matt@stevensonmedia.com]  
**Sent:** Thursday, April 30, 2015 10:10 PM  
**To:** Plews, Jeanne  
**Cc:** Diane Stevenson  
**Subject:** Re: Request for Quote for GIS Video

Hi Jeanne,

Below is a link to our estimate for completing the GIS program video at FLC. You will also find at that link a PDF with our estimate and typical production process. We have been out on-location filming the last few days so I appreciate your patience with us getting this estimate to you.

**Video Estimate**

**Link:** <https://stevensonmedia.harvestapp.com/client/estimates/c1fd6448ea79ee48e8bf9287f2c8dbfd22b66a64>

We are excited at the opportunity to work with your department at Folsom Lake College. We are strong believers in community college education and we have filmed over 50 programs in the last several years for colleges including American River College, Cosumnes River College and Sacramento City College. Our contacts at those schools have been very pleased with the final product and how easy it was to work with us. We have a written letter of recommendation from Judy Beachler, former Dean of Instruction at CRC as well as many other references available on request.

Below are a couple examples of videos we have produced in the last year:

- Design Technology at ARC: <http://bit.ly/arc-designtech>
- Pharmacy Technology at CRC: <http://bit.ly/crc-pharmacytech>
- Longer Overview of CTE Programs at ARC: <http://bit.ly/arc-cte-overview>

Let us know if you need any further information or additional items included in your estimate. We would like to thank you for this opportunity and look forward to hearing from you!

**Matt Stevenson**  
Stevenson Media  
EMAIL [matt@stevensonmedia.com](mailto:matt@stevensonmedia.com)  
PHONE 916.538.1320

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On Apr 27, 2015, at 1:21 PM, Plews, Jeanne <[PlewsJ@flc.losrios.edu](mailto:PlewsJ@flc.losrios.edu)> wrote:

Matt,

I am writing to request a quote for a Geographical Information Systems (GIS) video that encourages students to sign up for the GIS certificate program. The finished product will be a two minute 1080p video. We want to use it as a digital HD download for the FLC website to promote the GIS certificate program.

The actual filming for the video will take place mid-October 2015, with the final product (video) and invoice being delivered mid-November 2015. I need an itemized quote including your scope of work, the production stages, music licensing, your fee structure, and terms and conditions.

Please send me a quote at your earliest convenience.

Thank you,



*Jeanne Pews*

Administrative Assistant to Dean of Instruction  
Kinesiology, Health, Athletics and Workforce Development  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
(916) 608-6687  
Fax (916) 608-6761

## Haney, Brenda

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**From:** Plews, Jeanne  
**Sent:** Friday, May 01, 2015 12:07 PM  
**To:** Haney, Brenda  
**Subject:** FW: Quote for GIS Video-Sounding board/B43  
**Attachments:** Folsom Lake College GIS Proposal.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Brenda,  
Kim just sent me an email asking me to submit the two quotes as is. Please print the email from Sounding Board and print the attached quote.

We will need to add \$1500 for Sounding Board to the B43 Production quote of \$2500.00.

Kim said, this is good as it is going to get.

Thanks,

*Total Combined:  
\$4,000 to \$4,500*

*Jeanne Plews*

Administrative Assistant to Dean of Instruction  
Kinesiology, Health, Athletics and Workforce Development  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
(916) 608-6687  
Fax (916) 608-6761

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**From:** Plews, Jeanne  
**Sent:** Friday, May 01, 2015 10:43 AM  
**To:** Haney, Brenda  
**Subject:** FW: Quote for GIS Video-Sounding board/B43

Brenda,

This is what I received from Sounding Board.-She has submitted a quote from B43 Productions. Please read her email below and open the attachment.

Do I have to bother to request the quote in a different format?

Please advise.

Thanks,

*Jeanne Plews*

Administrative Assistant to Dean of Instruction  
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