

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

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

FAX: (916) 568-3145

**PURCHASE ORDER NO 0003015742**

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

Date	Revision	Page
08/04/2014		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
3004748 RAINESC POONV KP	04OPER113 CUSTODAN	

**Vendor:** 0000031738  
 CLEAN SOURCE  
 650 BRENNAN ST  
 SAN JOSE CA 95131-1204

**Phone:** (408) 324-3249  
**Fax:** (855) 329-2532

**email:**

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

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

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	SCRUBBER 20" T3 DISK, 9004006 TEN ECHO PAD DRV, ITEM # 134006	1.00	EA	6,904.17	6,904.17	07/24/2014

QUOTATION BY GREG HANCOCK DATED JUNE 24, 2014

SSJ FORM ON FILE

Sub Total Amount	6,904.17
Sales Tax Amount	552.33
Total PO Amount	7,456.50

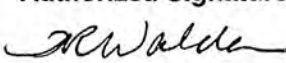
BU	Acct	Fd	Org	Proj	Sub	Proj	Amount	BYear
COPFD	6490	41	FL.VA.PROJ	64990	00201	051E	7,456.50	2015

0003004748KIRKLINK03-JUL-2014

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**  
 8/7/2014

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

✓

## LOS RIOS COMMUNITY COLLEGE DISTRICT

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

### PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

# Requisition

**Vendor:** CLEAN SOURCE  
 650 BRENNAN ST  
 SAN JOSE CA 95131-1204  
 United States

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630

<b>Business Unit:</b> COPFD		<b>APPROVED</b>
Req ID:	Date	Page
0003004748	07/03/2014	1
Requester		Bldg#
Christopher Raines		CUSTODAN
Requester Signature		
Buyer: Vivian Poon		
Approved: KIRKLINK 03-JUL-2014		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	ITEM # 134006 SCRUBBER 20" T3 DISK 9004006 TEN ECHO PAD DRV	1	EA	6,904.17	6,904.17	07/24/2014

ASSET DEPT: CUSTODAN      LOCATION: 04OPER113      CATEGORY: EQUIP      1

Total Requisition Amount:      6,904.17

SEE CONFIDENTIAL QUOTATION JUNE 24, 2014  
 TAX \$552.33  
 PO TOTAL \$7456.50  
 BACK UP DOCUMENTATION FORWARDED BY INTERCAMPUS MAIL

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
COPFD	6490	41	FL.VA.PROJ	64990	00201	051E	6,904.17

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of \_\_\_\_\_

For grants/special projects \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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*Confidential Quotation*

June 25, 2014

**Folsom Lake College**

**ATTN: Chris Raines**

[raines@flc.losrios.edu](mailto:raines@flc.losrios.edu)

ITEM#	DESCRIPTION	U/M	PRICE
<i>MISCELLANEOUS</i>			
134006	SCRUBBER 20" T3 DISK 9004006 TEN ECHO PAD DRV	EA	\$ 6,904.17

Thank you,

Greg Hancock  
Account Manager

Tel: 800.436.1907 x3239 Direct: 916.205.0051

[ghancock@cleansource.com](mailto:ghancock@cleansource.com)

**From:** [Haney, Brenda](#)  
**To:** [Raines, Christopher](#)  
**Cc:** [Poon, Vivian](#)  
**Subject:** FOR YOUR ACTION\_ FW: Confirmation of Quote - Req. No.3004748 for CLean Source  
**Date:** Friday, August 01, 2014 8:26:01 AM  
**Attachments:** [ONL\\_REQ#\\_0003004748\\_CLEAN\\_SOURCE.pdf](#)  
[Sole Source Purchase Justification Memo - DO Request to Campus.DOC](#)  
[Sole Source Purchase Justification Form - For Requestor to Complete .doc](#)  
**Importance:** High

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Chris –



Please work with Vivian Poon to answer questions below and Cc me.

Thank you,

*Brenda Haney*

Business Services

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

 916.608.6635 |  [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Poon, Vivian  
**Sent:** Thursday, July 31, 2014 6:13 PM  
**To:** Haney, Brenda  
**Subject:** Confirmation of Quote - Req. No.3004748 for CLean Source

Brenda,

Please provide details for the following points:

1. Has Area sourced and compared quotes from other vendors? If so, please provide details.  
BSO: [Provide comparative quotes if available.](#)
2. Clean Source is the only available source. If so, please provide sole source form.  
BSO: [Complete attached SSJF if this is applicable.](#)

Thanks for your help by emailing back!

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

**LOS RIOS COMMUNITY COLLEGE DISTRICT  
DISTRICT PURCHASING**

Date: 8/1/14

To: Chris Raines

From: FLC Business Services

Subject: Justification Requirements for Sole-Source Procurements

**Requisition No. 0003004748**

**Vendor Name: CLEAN SOURCE**

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**SOLE-SOURCE ITEMS**

Sole-source items are those items which perform a certain function for which no other items are known to exist. In a highly technological society, either patents or a clearly superior product may perform a function that limits you to a sole source. If it is economically advantageous and critical for its use in conjunction with instruction or operation to use such a product, then it is suggested that you do so. Justification for specifying such items is extremely important and should be clearly stipulated. Sole-source situations can be minimized by your using performance specifications and request for quotes (RFQ's).

Competitive bidding is not a thoroughly suitable purchase method for sole-source items. It is best to advertise for bids on an "approved equal" basis; if no bids are offered, proceed to negotiate a fair and reasonable price with the sole source. When only one bid is received, you may have a sole-source situation if you believe that no other competitive sources are available.

Sole-source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

The following represents factors that might justify sole source:

1. What capability does the proposed vendor have that is critical to the specific effort and make the vendor clearly unique compared to other vendors in the same general field?
2. What prior experience of a highly specialized nature does the proposed vendor have that is vital to the proposed effort?
3. What facilities, staffing, and/or equipment does the proposed vendor have that are specialized and vital to the commodities or services required?
4. Does the proposed vendor have a substantial investment that would have to be duplicated at the District's expense by another vendor entering the field?
5. If schedules are involved, why are they critical and why can the proposed vendor best meet them?

The enclosed form should be completed and submitted with your Requisition for justification.

**From:** [Raines, Christopher](#)  
**To:** [Poon, Vivian](#)  
**Cc:** [Haney, Brenda](#)  
**Subject:** FW: Tennant Company's local sole distributor  
**Date:** Friday, August 01, 2014 4:11:33 PM  
**Attachments:** [DOC080114.pdf](#)  
[Justification for Sole-Source Procurements.docx](#)

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Hello Vivian,

Attached is the memo for justification along with the form for sole source purchase justification. I also provide a cut sheet that show the environmental impact that this machine provides.

Please call or email if you have any more question.

Christopher Raines

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**From:** Rodgers, Scott [mailto:Scott.Rodgers@tennantco.com]  
**Sent:** Friday, August 01, 2014 10:50 AM  
**To:** Raines, Christopher  
**Subject:** Tennant Company's local sole distributor

Hi Chris,

This e-mail is to confirm that the company listed below is Tennant Company's local sole distributor.

CleanSource  
230 Harris Ave, Sacramento, California 95838  
Office: 916.923.5039 | Mobile: 916.205.0051 | Fax: 916.923.5932

Thank you.

**Scott Rodgers** | Market Specialist: CA/NV northern & central support  
M: +1.916.367.8358 | F: +1.763.765.9212 | [www.tennantco.com](http://www.tennantco.com)  
**Tennant Company** | Creating a cleaner, safer, healthier world.



**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**Sole Source Purchase Justification**

Vendor: **CLEAN SOURCE**      Requisition No: **0003004748**  
Commodity/Service: **SCRUBBER - 20" T3 DISK**  
Estimated annual expenditure for the above commodity or service: **\$: 7,456.50**

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Pursuant to Purchasing Policy, Sole Source purchase requests & approvals must be performed in advance and shall be supported by written documentation. This form and appropriate supporting documentation fulfils that requirement.

Initial all entries below that apply to the proposed purchase. Attach support documentation justification memo as described below (More than one entry will apply to most sole source products/services for purchase requested).

- 1. \_\_\_\_\_ SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed).
  
- 2. X SOLE SOURCE REQUEST IS FOR ONLY GREATER SACRAMENTO AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturers — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed).
  
- 3. \_\_\_\_\_ THE PARTS/EQUIPMENT IS NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum).
  
- 4. X THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application).
  
- 5. \_\_\_\_\_ THE PARTS/EQUIPMENT IS REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request).
  
- 6. \_\_\_\_\_ CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)PURCHASE CONTRACT NO: \_\_\_\_\_
  
- 7. \_\_\_\_\_ "PIGGY-BACK"/UMBRELLA PURCHASE ON ANOTHER GOVERNMENT ENTITY'S CONTRACTS
  
- 8. \_\_\_\_\_ NONE OF THE ABOVE APPLIES. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests commodities and services to be procured from the vendor identified as the sole source supplier of the service or material described in this sole source justification and is authorized as a sole source for the service or material.

*[Signature]*      8-1-14  
AUTHORIZED SIGNATURE      DATE

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**SOLE SOURCE AUTHORIZATION: (PURCHASING USE ONLY)**

**APPROVED**    **DISAPPROVED**

By: \_\_\_\_\_ Date: \_\_\_\_\_ Guidelines Div. #: \_\_\_\_\_

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**Date: 8/1/2014**

**To: FLC Business Services**

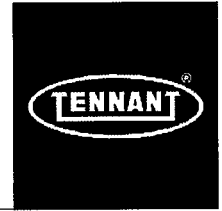
**From: Christopher Raines**

**Subject: Justification for Sole-Source Procurements**

The T3 ec-H2O auto-scrubber is the same model that FLC already uses. This will help with inventory of parts, scrub pads, at the same time reducing the need to retrain employees on the operations of equipment. We will also reduce the following: Chemical reduction 64gal, Packaging reduction 39lbs, water use reduction 2867 gal.

*“Tennant Company award winning ec-H2O™ technology, ec-H2O™ technology electrically converts water into an innovative cleaning solution that cleans effectively, saves money, improves safety, and reduces environmental impact compared to daily cleaning floor chemicals.*

*Tennant Company award winning FaST technology FaST – Foam-activated Scrubbing Technology® provides clean, dry floors in minutes to reduce room or hallway closure times”*



## T3 ec-H2O™ Specifications

### BATTERY-POWERED WALK-BEHIND SCRUBBER with ec-H2O™ converted water scrubbing technology

Features		Specifications (English/Metric)		
Model	T3 17" (43cm) Pad Assist	T3 20" (50cm) Pad Assist	T3 20" (50cm) w/Drive	
<b>Productivity (per hour)</b>				
Theoretical Max	20,230 ft <sup>2</sup> / 1,880 m <sup>2</sup>	23,800 ft <sup>2</sup> / 2,210 m <sup>2</sup>	23,800 ft <sup>2</sup> / 2,210 m <sup>2</sup>	
Estimated Coverage* (Conventional)	8,440 ft <sup>2</sup> / 785 m <sup>2</sup>	10,125 ft <sup>2</sup> / 940 m <sup>2</sup>	16,065 ft <sup>2</sup> / 1,490 m <sup>2</sup>	
Estimated Coverage* (ec-H2O)	11,250 ft <sup>2</sup> / 1,045 m <sup>2</sup>	13,500 ft <sup>2</sup> / 1,255 m <sup>2</sup>	21,420 ft <sup>2</sup> / 1,990 m <sup>2</sup>	
<b>Environmental Impact (Annual) **</b>				
Chemical use reduction		64 gal		
Packaging reduction		39 lbs		
Water use reduction		2867 gal		
<b>Brush/Pad Drive System</b>				
Brush Motor Horsepower	1.0 hp / .75 kW	1.0 hp / .75 kW	1.0 hp / .75 kW	
Brush RPM	230 RPM	230 RPM	230 RPM	
Brush/Pad Pressure	50 & 90 lbs / 23 & 41 kg	50 & 90 lbs / 23 & 41 kg	50 & 90 lbs / 23 & 41 kg	
<b>Solution Delivery System</b>				
Solution Tank Description	Full Access and Cleanable	Full Access and Cleanable	Full Access and Cleanable	
Solution Capacity	10.5 gal (40 liter)			
Solution flow rates:				
Standard	.13 gpm / .50 lpm			
Optional	.19 gpm / .72 lpm & .25 gpm / .95 lpm			
Conventional Mode Option	.4 gpm / 1.51 lpm			
<b>Recovery System</b>				
Recovery Tank Description	Full Access and Cleanable	Full Access and Cleanable	Full Access and Cleanable	
Recovery Tank Capacity	15 gal (57 liter) (Includes demisting chamber)	15 gal (57 liter) (Includes demisting chamber)	15 gal (57 liter) (Includes demisting chamber)	
Vacuum Motor	.5 hp/ .37 kW – Two Stage	.5 hp/ .37 kW – Two Stage	.5 hp/ .37 kW – Two Stage	
Vacuum Motor CFM	65 cfm (1.84 cmm)	65 cfm (1.84 cmm)	65 cfm (1.84 cmm)	
Vacuum Motor Sealed Water Lift	40" (1020 mm)	40" (1020 mm)	40" (1020 mm)	
Squeegee Description	30" (760 mm) curved squeegee assembly	30" (760 mm) curved squeegee assembly	30" (760 mm) curved squeegee assembly	

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

1919 Spanos Court, Sacramento, CA 95825  
Phone (916) 568-3071 FAX (916) 568-3145  
Purchasing Department  
[lrcdpcpurchase@losrios.edu](mailto:lrcdpcpurchase@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:**

*Shirley Raines 8-4-14*  
Employee/Date

0003004748

Requisition Number

Selection Committee Member/Date

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:	

**From:** [Haney, Brenda](#)  
**To:** [FLC-Purchase](#)  
**Cc:** [Poon, Vivian](#); [Pankowski, Kate](#); [Alford, Jennifer](#)  
**Subject:** CLEAN SOURCE\_ ONL/REQ\_0003004748 (FLC SCRUBBER) \_ CONFLICT OF INTEREST.  
**Date:** Monday, August 04, 2014 3:49:53 PM  
**Attachments:** [Conflict of Interest Stmt REQ# 0003004748 CLEAN SOURCE.pdf](#)  
[FW Tennant Company's local sole distributor .msg](#)  
**Importance:** High

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Purchasing –

Please see responses below:

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Pankowski, Kate  
**Sent:** Monday, August 04, 2014 11:12 AM  
**To:** Haney, Brenda  
**Cc:** Poon, Vivian  
**Subject:** req#0003004748 Clean Source

Brenda,

I am working on Vivian's requisitions and looks like the req#0003004748 for Clean Source is missing following items:

- Vendor's letter stating they are a Sole Source of the product purchased

[Haney, Brenda] Per phone conversation between today K. Kirklin and J. Alford –SSPJ Form, Requestors Memo and 8/1/14 Email from Scott Rodgers with Tennant Co. (Mfr.) listing Clean Source, Sacramento as a Sole Source Distributor will satisfy justification document requirements for use of Clean Source as vendor for this equipment. Additional letter from Clean Source will not be required.

- Conflict of Interest Form authorized by the requestor.

[Haney, Brenda] - COIS - see attached PDF

Please let me know if information has been submitted already to DO-Purchasing. I have not seen it on Vivian's desk yet.

Thanks,

*Kate Pankowski*  
Buyer III  
Los Rios Community College District



# ACKNOWLEDGEMENT

SHIP TO: FOLSOM LAKE CENTER  
 10 COLLEGE PARKWAY  
 FOLSOM, CA 95630-6798

CLEANSOURCE  
 650 BRENNAN STREET  
 SAN JOSE CA 95131-1204  
 (408) 436-1907

BILL TO: LOS RIOS COMMU, COLLEGE DIST  
 1919 SPANOS CT  
 ATTN: ACCTS PAYABLE  
 SACRAMENTO, CA 95825-3981

Customer # 710761

P.O. NUMBER	PAGE
0003015742	1

ACK DATE	ORDER#	SHIP POINT	SHIP VIA	SHIPPED	TERMS
08/11/14	1508561-00	CLEANSOURCE, SAN JOSE	OUR TRUCK	08/25/14	NET 30 DAYS

LINE	PRODUCT	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QTY. U/M	UNIT	AMOUNT	
*****								
CS: ORDER ACKNOWLEDGEMENTS MUST ACCOMPANY ALL ORDERS FOR THIS SHIP TO - FOLSOM LAKE.								
*****								
1	134006 SCRUBBER 20" T3 DISK 9004006 TEN ECHO PAD DRV	1	0	1	EA	6904.17*	6904.17	
*****								
* * *SERIAL # _____								
*****								
1	Lines Total	Qty Shipped Total	1	Total			6904.17	
							HANDLING	4.95
							Taxes	552.73
							<b>INVOICE TOTAL</b>	<b>7461.85</b>

*RCUR: 0003026059*  
*Aug. 26, 2014*  
*Deaf*

All claims for shortages or errors must be made at once.  
 Returns require CleanSource authorization and may be subject to a restocking charge.  
 Special orders are non-returnable.  
 FOR INVOICE/PAYMENT INQUIRIES, CONTACT: credit@cleansource.com or CALL 877-577-1114

ORDER #: 1508561-00  
 ORDER DATE: 08/11/14

PO#: 0003015742

CUST#: 710761



THE CLEANING SUPPLY EXPERTS

SHIP TO: FOLSOM LAKE CENTER  
 10 COLLEGE PARKWAY  
 FOLSOM, CA 95630-6798

BILL TO: LISIUS COMMU COLLEGE DIST  
 1919 SPANIS CT  
 ATTN: ACCTS PAYABLE  
 SACRAMENTO, CA 95825-3901

1-508-561-000

Del Contact: ANDY (916)608-6567

Instructions:

Delivery Time: 08:00 to 17:00

VIA REQUEST SHIPPED SALES REP CUST REP TIME DATE TERMS STAGING AREA # OF PRINTS

O/T 08/25/14 08/22/14 GHA SYS 6:18 PM 08/22/14 NET 30 DAYS 126/22/06 1

*221-6*

LINE #	PRODUCT AND DESCRIPTION	BIN LOCATION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QTY UM	RECEIVED	# CARTONS	WEIGHT
HM	***** CS: ORDER ACKNOWLEDGEMENTS MUST ACCOMPANY ALL ORDERS FOR THIS SHIP TO - FOLSOM LAKE. ***** 134006 12/EA/GE / 1.00 0.00 1.00 EA 1 ea 250.00 SCRUBBER 20" T3 DISK BA/TT/ERL/ES 9004006 9004006 TEN EACH PAD DRV ***** * * *SERIAL # ***** Serial #: 13-1070122 Total Qty Shipped: 1.00 Total Cube: 5.00 Total Weight: 250.00								

THIS IS TO CERTIFY THAT THE ABOVE-NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION.

**For Chemical Incidents**  
**Call CHEMTREC @ 1-800-424-9300**  
 Outside USA and Canada:  
 +1 703-527-3887  
 (Collect calls accepted)

Picked by: *[Signature]* Checked By: *[Signature]*  
 X *[Signature]*  
*[Signature]*

Last Page NORTHERN CALIFORNIA 800-436-1907

CENTRAL CALIFORNIA 800-663-1994

SOUTHERN CALIFORNIA 800-247-7826