

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

**PURCHASE ORDER NO 0003015964**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 12/11/2014	<b>Revision</b> 1 - 12/23/2014	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 3004873 RAINESC		<b>Location / Dept</b> 04ATHC PE/H/A

**Vendor:** 0000035833  
 COVERMASTER INC  
 100 WESTMORE DR UNIT 11-D  
 REXDALE ON M9V 5C3  
 Canada

**Phone:** (416) 745-1811  
**Fax:** (416) 742-6837

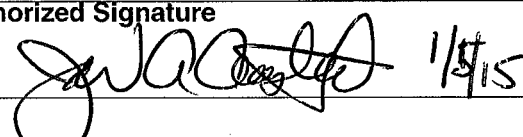
**email:** info@covermaster.com

**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	Use Tax Applicable: Y	Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
		1- 1	FLOOR COVERING - ULTIMA 3000 - GYM FLOOR COVER- CU, 10 X 104 FT, 15,600 SQFT · TWILIGHT GOLD/DARK GREY  MAIN GYM	1.00	EA	12,636.00	12,636.00	12/19/2014
		2- 1	STORAGE SYSTEM - ULTIMA SERIES COVERMATE II - 8 ROLLER MODEL  MAIN GYM	2.00	EA	2,820.00	5,640.00	12/19/2014
		3- 1	BRUSH SYSTEM ULTIMA SERIES COVERCLEAN - DUAL BRUSH SYSTEM  MAIN GYM	2.00	EA	625.00	1,250.00	12/19/2014
		4- 1	FLOOR COVERING - ULTIMA 3000 - GYM FLOOR COVER - CU, 10X 108FT, 9,720 SQFT- TWILIGHT GOLD/DARK GREY  PRACTICE GYM	1.00	EA	7,873.20	7,873.20	12/19/2014
		5- 1	STORAGE SYSTEM - ULTIMA SERIES COVERMATE II - 10 ROLLER MODEL  PRACTICE GYM	1.00	EA	2,945.00	2,945.00	12/19/2014
		6- 1	BRUSH SYSTEM - ULTIMA SERIES COVERCLEAN - DUAL BRUSH SYSTEM  PRACTICE GYM	1.00	EA	625.00	625.00	12/19/2014
		7- 1	WINDER - POWERMATE 500 HEAVY DUTY WINDER- 110 VOLT  SHARED ACCESSORIES	1.00	EA	1,400.00	1,400.00	12/19/2014
		8- 1	COVER - COVERMATE STORAGE COVER - ULTIMA SERIES · TAN	3.00	EA	245.00	735.00	12/19/2014

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**  
  
 1/5/15

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

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

**PURCHASE ORDER NO** 0003015964  
**CHANGE ORDER**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 12/11/2014	<b>Revision</b> 1 - 12/23/2014	<b>Page</b> 2
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 3004873 RAINESC		<b>Location / Dept</b> 04ATHC PE/H/A

**Vendor:** 0000035833  
 COVERMASTER INC  
 100 WESTMORE DR UNIT 11-D  
 REXDALE ON M9V 5C3  
 Canada

**Phone:** (416) 745-1811  
**Fax:** (416) 742-6837

**email:** info@covermaster.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 Use Tax Applicable: Y

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
SHARED ACCESSORIES						
9- 1	DISPENSER - TAPEMATE - WALK-BEHIND DISPENSER	1.00	EA	235.00	235.00	12/19/2014
SHARED ACCESSORIES						
10- 1	TAPE - CARTON OF SEAMING TAPE - 16 ROLLS@ 3" X 36YDS	1.00	EA	190.00	190.00	12/19/2014
SHARED ACCESSORIES						
11- 1	CLEANER - CLEANMATE ANTI-STATIC CLEANER	1.00	EA	195.00	195.00	12/19/2014
SHARED ACCESSORIES						
12- 1	SHIPPING & HANDLING	1.00	EA	1,850.00	1,850.00	12/11/2014

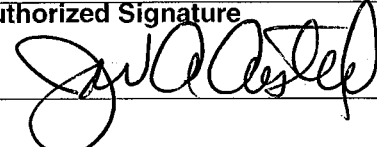
SEE QUOTE # Q-064212

THESE ITEMS WILL SUPPLY BOTH THE MAIN GYM AND THE PRACTICE GYM.

<b>Sub Total Amount</b>	35,574.20
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	35,574.20

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
COPFD	6490	41	FL.VA.PROJ	68300	00201	051E	35,574.20	2015

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**  
  
 1/15

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:** MISCELLANEOUS

\*\*\*\*\*  
 \*\*\*\*\* CA 95825  
 United States

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

IT BUSINESS SERVICES

2014 NOV 25 A

<b>Business Unit:</b> COPFD OPEN	
Req ID: 0003004873	Date: 11/24/2014
Requester: Christopher Raines	Bldg#: PE/H/A
Requester Signature: <i>[Signature]</i>	
Buyer: Vivian Poon	
Approved: _____	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	ULTIMA 3000 - GYM FLOOR COVER - CU - TWILIGHT GOLD/DARK GREY	1	EA	12,636.00	12,636.00	12/19/2014

ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      1      PROFILE: EQP:ATHL

MAIN GYM

2-1	ULTIMA SERIES COVERMATE II - 8 ROLLER MODEL	2	EA	2,820.00	5,640.00	12/19/2014
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ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      2

MAIN GYM

3-1	ULTIMA SERIES COVERCLEAN - DUAL BRUSH SYSTEM	2	EA	625.00	1,250.00	12/19/2014
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ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      2

MAIN GYM

4-1	ULTIMA 3000 - GYM FLOOR COVER - CU - TWILIGHT GOLD/DARK GREY	1	EA	7,873.20	7,873.20	12/19/2014
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ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      1

PRACTICE GYM

5-1	ULTIMA SERIES COVERMATE II - 10 ROLLER MODEL	1	EA	2,945.00	2,945.00	12/19/2014
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ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      1

PRACTICE GYM

6-1	ULTIMA SERIES COVERCLEAN - DUAL BRUSH SYSTEM	1	EA	625.00	625.00	12/19/2014
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ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      1

PRACTICE GYM

7-1	POWERMATE 500 HEAVY DUTY WINDER - 110 VOLT	1	EA	1,400.00	1,400.00	12/19/2014
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ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      1

SHARED ACCESSORIES

Approval Signature	Approval Signature	Approval Signature
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# Requisition

**Vendor:** MISCELLANEOUS  
 \*\*\*\*\*  
 \*\*\*\*\* CA 95825  
 United States

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

P.L.C. BUSINESS SERVICES

2014 NOV 25 A 7:29

<b>Business Unit:</b> COPFD OPEN	
Req ID: 0003004873	Date: 11/24/2014
Requester: Christopher Raines	Bldg#: PE/H/A
Requester Signature: _____	
Buyer: Vivian Poon	
Approved: _____	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
	COVERMATE STORAGE COVER - ULTIMA SERIES - TAN	3	EA	245.00	735.00	12/19/2014
ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      3						
SHARED ACCESSORIES						
9-1	TAPEMATE - WALK-BEHIND DISPENSER	1	EA	235.00	235.00	12/19/2014
ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      1						
SHARED ACCESSORIES						
10-1	CARTON OF SEAMING TAPE - 16 ROLLS@ 3" X 36YDS	3	EA	190.00	570.00	12/19/2014
ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      3						
SHARED ACCESSORIES						
11-1	CLEANMATE ANTI-STATIC CLEANER	1	EA	195.00	195.00	12/19/2014
ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      1						
SHARED ACCESSORIES						
12-1	SHIPPING & HANDLING	1	EA	1,850.00	1,850.00	12/19/2014
ASSET DEPT: PE/H/A      LOCATION: 04ATHC      CATEGORY: ATHL      1						

Total Requisition Amount:      35,954.20

NEW VENDOR, SOLE SOURCE PROVIDER:  
 COVERMASTER  
 100 WESTMORE DRIVE, 11D  
 REXDALE, ONTARIO, CANADA M9V5C3  
 1.416.765.1811 PHONE

SEE QUOTE # Q-064212  
 SALES TAX \$2,876.34  
 REQUISITION TOTAL \$38,830.54

THESE ITEMS WILL SUPPLY BOTH THE MAIN GYM AND THE PRACTICE GYM.

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>

# Requisition

**Vendor:** MISCELLANEOUS

\*\*\*\*\*  
 \*\*\*\*\* CA 95825  
 United States

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

THE BUSINESS SERVICE

2014 NOV 25 A

<b>Business Unit:</b> COPFD OPEN	
Req ID: 0003004873	Date: 11/24/2014
Page 3	
Requester: Christopher Raines	Bldg#: PE/H/A
Requester Signature: _____	
Buyer: Vivian Poon	
Approved: _____	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
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<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	68300	00201	051E	35,954.20

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

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

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

\_\_\_\_\_

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

Approval Signature	Approval Signature	Approval Signature
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ONL/REA 0003004873

# Quotation

## COVERMASTER™ AHEAD OF THE GAME

Acct. No.	Quote Date	Quotation #
C-120855	2014-11-20	Q-064212

PLC BUSINESS SERVICES

2014 NOV 25 A 7:29

**Covermaster, Inc.**  
 100 Westmore Dr., 11D, Rexdale, ON M9V 5C3  
 TOLL FREE: 1-800-387-5808  
 TEL: +1-416-745-1811 FAX: +1-416-742-6837  
 WEB: www.covermaster.com  
 EMAIL: info@covermaster.com

Bill To	Ship To
Christopher Raines Folsom Lake College 10 College Parkway Folsom CA 95630	Folsom Lake College 10 College Parkway Folsom CA 95630

Valid to	Regional Rep	Terms	FOB	Currency	Delivery
2014-12-20	Thomas Bell	Net 30 Days OAC	FOB Origin, FRT PPD	US Dollar	2-4 Wks

QTY	Unit	Description	Sizing	Price
15,600	sf	Ultima 3000 - Gym Floor Cover - CU - Twilight Gold/Dark Grey	15 sections at 10ft wide x 104ft long	12,636.00
2	ea	Ultima Series CoverMate II - 8 Roller Model		5,640.00
2	ea	Ultima Series CoverClean - Dual Brush System		1,250.00
9,720	sf	Ultima 3000 - Gym Floor Cover - CU - Twilight Gold/Dark Grey	9 sections at 10ft wide x 108ft long	7,873.20
1	ea	Ultima Series CoverMate II - 10 Roller Model		2,945.00
1	ea	Ultima Series CoverClean - Dual Brush System		625.00
UNIVERSAL OPTIONAL ACCESSORIES				
1	ea	PowerMate 500 Heavy Duty Winder - 110 Volt (Recommended for Covers over 2,500lbs/1,140kg)		1,400.00
3	ea	CoverMate Storage Cover - Ultima Series - Tan		735.00
1	ea	TapeMate - Walk-Behind Dispenser		235.00
1	ea	Carton of Seaming Tape - 16 Rolls @ 3" x 36yds		190.00 <del>130.00</del>
1	ea	CleanMate Anti-Static Cleaner		195.00
1		Shipping & Handling		1,850.00

Note: Quote contains Extended Totals only \_See both ONL/REQ and Pricing Spec Sheet for Unit Prices .

The above pricing is for systems to cover both gyms. Shipping rate is for shipping all items together. The Covermaster system are shipped knocked down, and off loading and assembly is required. Please contact us for more details.	Total	<del>\$35,954.20</del> <b>\$35,574.20</b>
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If not shown above, any applicable taxes are extra and payable by the purchaser. Warranty Details and Terms & Conditions are available at www.covermaster.com. Errors & Omissions Excepted.

# Gym Floor Cover

QTY	Ultima Gym Floor Cover	5000 Series	4000 Series	3000 Series
	<b>Main Gym</b>			
15600 sf	15 sections 10ft wide x 104ft long	\$ 19,500	\$ 14,820	\$ 12,636
2	Ultima Series CoverMate II- 8 Roller	\$ 5,640	\$ 5,640	\$ 5,640
2	Ultima Series CoverClean - Dual Brush System	\$ 1,250	\$ 1,250	\$ 1,250
1	PowerMate 500 Heavy Duty Winder - 110 Volt	\$ 1,400	\$ 1,400	\$ 1,400
<b>REQ Line# 8</b>	<b>2 CoverMate Storage Cover - Ultima Series - Tan</b>	<b>\$ 490</b>	<b>\$ 490</b>	<b>\$ 490</b>
		\$ 28,280	\$ 23,600	\$ 21,416

QTY	Ultima Gym Floor Cover	5000 Series	4000 Series	3000 Series
	<b>Practice Gym</b>			
9720 sf	9 sections 10ft wide x 108ft long	\$ 12,150	\$ 9,234	\$ 7,873.2
1	Ultima Series CoverMate II - 10 Roller Model	\$ 2,945	\$ 2,945	\$ 2,945.0
1	Ultima Series CoverClean - Dual Brush System	\$ 625	\$ 625	\$ 625.0
<b>REQ Line# 8</b>	<b>1 CoverMate Storage Cover - Ultima Series - Tan</b>	<b>\$ 245</b>	<b>\$ 245</b>	<b>\$ 245.0</b>
1	Tapemate - Walk-Behind Dispenser	\$ 235	\$ 235	\$ 235.0
1	Carton of Seaming Tape - 16 Rolls @ 3" x 36yds	\$ 190	\$ 190	\$ 190.0
		\$ 16,390	\$ 13,474	\$ 12,113.20

**Total Cost for Covering Both Gym's**      \$ 44,670                      \$ 37,074                      \$ 33,529.20

ADA  
compliant,  
anti-slip  
friction co-  
efficient  
rating of 1.80

ADA  
compliant,  
anti-slip  
friction co-  
efficient  
rating of 0.61

ADA  
compliant,  
anti-slip  
friction co-  
efficient  
rating of 0.66

FIC BUSINESS SERVICES  
 2014 NOV 25 A 7:29



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

FILE BUSINESS SERVICES

Date: November 21, 2014

2014 NOV 25 A 7:29

To: Kathleen Kirklin, Vice President of Administration

From: Chris Raines, Custodial/Receiving Supervisor

Subject: Justification Requirements for Sole-Source Procurements

**Requisition No.** 0003004873

**Vendor Name:** Covermaster, Inc

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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.

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

Vendor: Covermaster, Inc Requisition No: 0003604873 BUSINESS SERVICES  
Commodity/Service: covers to protect the new gym floor for non sporting events 2014 NOV 25 A 7:29  
Estimated annual expenditure for the above commodity or service\$: non-applicable, one time

**purchase**

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. \_\_\_\_\_ 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. XX 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.

*Steve Ramirez* 11-21-14  
AUTHORIZED SIGNATURE DATE

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

APPROVED  DISAPPROVED

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

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

Vendor: \_\_\_\_\_ Covermaster, Inc \_\_\_\_\_ Requisition No: 0003004873 \_\_\_\_\_

Commodity/Service: covers to protect the new gym floor during non-sporting events \_\_\_\_\_

Estimated annual expenditure for the above commodity or service: \$: non-applicable, one time \_\_\_\_\_

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 fulfills 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).

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2. \_\_\_\_\_ 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. XXX 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.

*Kathleen Kirklin*                      11/25/14  
AUTHORIZED SIGNATURE                      DATE

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

**APPROVED**     **DISAPPROVED**

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

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

Date: November 21, 2014

To: Kathleen Kirklin, Vice President of Administration

From: Chris Raines, Custodial/Receiving Supervisor

Subject: Justification Requirements for Sole-Source Procurements

**Requisition No.** 0003004873      **Vendor Name:** Covermaster

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**SOLE-SOURCE ITEMS**

Three vendors were contacted to provide bids for protective coverage for the floor in the new gym: Hillyard, Cleansource, and Covermaster. Below are the results of the request for bids, and the justification of sole source purchasing from Covermaster.

**Hillyard:** provided a carpet sample of their product. It did not meet the operational needs of the custodial area nor the service requirements of the gym. Wear and tear would require early replacement compared to the product selected. Additionally, this product not waterproof, any items spilled on the carpet could have caused possible damage to the floor underneath. Storage for these items would have required equipment unavailable through the vendor. Space to store the carpet rolls would have proven problematic.

**Cleansource:** this vendor did not provide a sample. The company indicated they would provide interlocking mats instead of a single sheet. The set up and removal of multitudes of individual mats would prove highly labor and time intensive. Additionally, there is no storage system available, and locating a way to store the mats efficiently would have required great amounts of dedicated space.

**Covermaster:** this vendor provided multiple samples. All samples provided met ADA non-slip ADA rating specifications. The products has an available storage option built specifically for the product to increase speed and efficiency of placement and pick-up. The storage option has wheels, which allows the storage rack to be moved to a location that will prove least intrusive during any activity or other storage need. Covermaster has a proven track record of specializing in providing waterproof protective coverage that will protect the investment of expensive athletic surfaces such as our gym floor.

## Vander Werf, Wenda

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**From:** Vander Werf, Wenda  
**Sent:** Monday, November 24, 2014 11:26 AM  
**To:** 'thomas@covermaster.com'  
**Cc:** Alford, Jennifer; Raines, Christopher  
**Subject:** Vendor Packet required

LOS RIOS BUSINESS SERVICES

2014 NOV 25 A 7:29

*Thomas Bell, sales representative at Covermaster*

Good Morning Thomas,

Thank you for submitting the quote for the gym floor covers for Folsom Lake College's new gymnasium. My understanding is that you have been in contact with Chris Raines, who obtained a quote from you which was used to prepare the requisition.

Since Covermaster is not in the Los Rios Community College District active vendor list, we must ask you to complete a vendor packet. Here is a link:

➤ <http://www.losrios.edu/purchasing/docs/VENDORFORM.pdf>

When the vendor packet is complete, please return it to Jennifer Alford, Purchasing Supervisor, at [AlfordJ@losrios.edu](mailto:AlfordJ@losrios.edu) (Jennifer has been copied on this email). If you have any questions regarding the packet, Jennifer would also be the best person to direct those questions. Her direct phone number is 916.568.3149.

Thank you, Thomas,

*Wenda Vander Werf*

Interim Administrative Assistant to Kathleen Kirklin, Vice President of Administration

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

916.608.6733 | [vanderw@flc.losrios.edu](mailto:vanderw@flc.losrios.edu)



*"Knowledge is important, but much more important is the use toward which it is put. This depends upon the heart and mind of the one who uses it." The Dalai Lama*

**From:** [Haney, Brenda](#)  
**To:** [Gallarzo, Christina](#)  
**Cc:** [Raines, Christopher](#); [Kirklin, Kathleen](#)  
**Subject:** ONL/REQ#\_0003004873 \_ COVERMASTER  
**Date:** Wednesday, December 17, 2014 9:10:38 AM  
**Attachments:** [ONL\\_REQ#\\_0003004873\\_COVERMASTER.pdf](#)

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Good Morning Christina –

I met with Requestor, Chris Raines this morning and he has confirmed the clarifications, and changes outlined in red below and updates made to REQ, Quote & Pricing Sepcs. provided in attached PDF file. Please let me know if you have any further questions. If not – please dispatch PO to Covermaster.

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:** Haney, Brenda  
**Sent:** Tuesday, December 16, 2014 4:32 PM  
**To:** Raines, Christopher  
**Subject:** FOR YOUR ACTION\_ FW: REQ#3004873 Covermaster

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:** Gallarzo, Christina  
**Sent:** Friday, December 12, 2014 11:02 AM  
**To:** Haney, Brenda  
**Subject:** REQ#3004873 Covermaster

Hi Brenda,

I have all necessary documentation for the Covermaster req and processed the PO in the system (day 1 processing training with Kathy). It was system/software training and there was a review oversight I did not catch until this morning.

**DO Questions:**

- Attached are two documents in the supporting documentation file
  - One appears to be a list from the end user citing the need and the other the quote from the supplier.
  
- I reconciled the numbers during the review process and found two discrepancies in units

requested.

- Please see the document entitled GYM FLOOR COVER, the column 3000 series.
- The 5<sup>th</sup> item for the Main Gym cites **Covermate Storage Cover Ultimate- Tan** request 2 each for a total of \$490.00;
- However, the suppliers quote is for 3 each raising the price to \$735.00 AND ...  
[Haney, Brenda] Vendor quote provides Ext'd Totals only ( it does not list unit prices), you must refer to Pricing Specs for unit pricing.

[Haney, Brenda] See Pricing Specs (3<sup>rd</sup> Bookmark Tab on attached REQ File): REQ Line# 8\_ QTY 3 is correct \_ Unit Price is \$245/EA = Ext'd Total \$735.00 (2 for Main Gym Floor and 1 for Practice Gym Floor)

- The 5<sup>th</sup> item for the Practice gym, Carton of Seaming tape cites 1 carton at \$190.00 and the supplier quote cites 3 cartons for a total value of \$570.00.

[Haney, Brenda] REQ Line# 10 \_ CHANGE QTY to 1 (Quote QTY is incorrect/QTY on Pricing Specs is correct)\_Unit Price is \$190.00 = Ext'd Total \$190.00.

C. Raines confirmed only QTY 1 is required for Gym application.

- I want to be clear this is correct as the requisition matches the suppliers quote and not the internal requirement form.

[Haney, Brenda] Make change to REQ/PO Line# 10 as indicated above and see corrections made to Vendor Quote and Pricing Specs to match.

REQ/PO Totals should be:

—  
MDSE Subtotal (Lines 1-11) = \$33,724.20  
Shipping & Handling (Line 12) = \$ 1,850.00  
Sales Tax (8.00%) = \$ 2,845.94  
**REQ/PO Total = \$38,420.14** (decrease of \$410.40 (2X190 = \$380 + 30.40 S/TX\_  
for Changes to Line# 10)

- I do not see other documentation overriding the original form and during the review process for signature this will get kicked back.

Thank you,  
Christina

**Christina Gallarzo**  
**Los Rios Community College**  
**District Office – Purchasing**  
**1919 Spanos Court**  
**Sacramento, CA 95825**