



10 College Parkway
Folsom, CA 95630

PURCHASE ORDER NO. CBF15056
FLC FOUNDATION

PO Date: 02/09/2015 Date Required:

Ordered By: SALLY HOWARD Requisition #: 37876

VENDOR: DIANE WILKINSON CATERING
2460 ROXANA ST.
PLACERVILLE CA 95667
Email: dianewilkinson@sbcglobal.com

SHIP TO: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM, CA 95630

BILL TO: FOLSOM LAKE COLLEGE
ATTN: BUSINESS SERVICES
10 COLLEGE PARKWAY
FOLSOM, CA 95630

530.622.0799

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	CATERING SERVICES FOR: El Dorado County Chamber Mixer - held at El Dorado Center 6699 Campus Dr. Placerville CA 95667	1.00	JOB	\$700.000	\$700.00
	To Include Services as described in Bid & Menu dated 01/27/15				
	Delivery Charge	1.00	EA	\$50.000	\$50.00
	Shipping/Handling (taxable)				

INSTRUCTIONS:

EMAIL INVOICE TO:
Brenda Haney 916.608.6635
haneyb@flc.losrios.edu

State Tax %

Sub Total

State Tax

Shipping

Total PO Amount

All shipments, invoices, and correspondence must be identified with our Purchase Order Number
Direct all deliveries and delivery documents to the SHIP TO address.
Direct all correspondence and invoices to the BILL TO address.

NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE

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.

FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

CHECK ONE

ASG(71,72)

College Act. Trust(81)

Foundation(83)

IR(13,14)

Harris Ctr(55)

CAMPUS-BASED REQUISITION

2/9/15

DATE

VENDOR Diane Wekimon Catering REQ. # CBF 37876

ADDRESS 2460 Roxana St. PO REQUIRED(circle one) YES NO

CITY Racerville P.O. # CBF 15056

STATE CA ZIP 95667 DATE REQUIRED _____

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	El Dorado Chamber Mixer				750-
2	2/24/15 at EDC				
3					
4					
5					
6					
7					
8					
9					
10					

Check Distribution

Call Student, Hold for pick up # _____

Call _____, Hold for pick up # _____

Forward to _____

Inter-Campus mail to _____

USPS mail

Other _____

Sub-Total	
Sales Tax	
Freight	
TOTAL	<u>750-</u>

Account Name BANK Bus Unit 5200 Account 11 Fund P.C.F. FUND Department 70903 Program 0000 Class 6700 Project Amount \$ 750-

Account Name _____ Bus Unit _____ Account _____ Fund _____ Department _____ Program _____ Class _____ Project _____ Amount _____ \$ _____

AUTHORIZED Susan Prachenko
Club Officer/Requestor

APPROVED Jeff Howard
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked _____ Vendor ID _____

Voucher # _____ Date _____

Warrant # _____ Date _____

Diane Wilkinson Catering
2460 Roxana Street
Placerville, CA 95667
Ph/Fax# (530) 622-0799
Email: dianewilkinson@sbcglobal.net
WWW.DIANEWILKINSONCATERING.COM

JANUARY 27, 2015

FOLSOM LAKE COLLEGE
EL DORADO CENTER

ATTN: SALLY HOWARD

RE: CHAMBER MIXER AT EDC FEBRUARY 24,2015

PAYMENT DUE UPON RECEIPT- CHECKS PAYABLE TO DIANE WILKINSON

**PROVIDE GOURMET APPETIZER BUFFET FOR UP TO 70 GUESTS
FOR CHAMBER MIXER. INCLUDES FOOD, STAFF, CHINA
COCKTAIL PLATES, LINENS FOR BUFFET TABLES**

FROM: Diane Wilkinson (check payable to)
2460 Roxana Street
Placerville, CA 95667
SS# ~~55XXXXXX~~

Bid: \$700.00

CRAFT SERVICE: N/A
TAX: INCLUDED
Delivery:\$50.00

Gratuity:N/A

LABOR FEE: N/A

DEPOSIT :N/A

MISCELLANEOUS

TOTAL DUE: \$750.00

**FOLSOM LAKE COLLEGE
CHAMBER MIXER**

MINI MAC N CHEESE-so retro, these mini ramekins feature a baked, three cheese homemade Mac n cheese.

PULLED PORK SLIDERS

THAI SPICED GROUND PORK SALAD – savory flavors blend with ground pork, this Asian flavored salad is served in lettuce leave wraps

TINY BUTTERNUT SQUASH TARTLETS- perfect fall and winter entertaining, these are as pretty as they are tasty

BOILED SHRIMP WITH COCKTAIL SAUCE- a faux clamshell is filled with boiled shrimp and lemon wedges served with cocktail sauce on the side, served chilled

ENDIVE SPEARS WITH HERBED CREAM CHEESE AND SMOKED SALMON-red and green endive are graced with a dollop of herbed cream cheese, then topped with a bite of smoked salmon, sprinkled with fresh dill

SPICY THAI CHICKEN SKEWERS – Thin sliced chicken breasts marinated in a spicy peanut Thai sauce skewered and grilled, served hot

SAUSAGE AND GRAPE SKEWERS- might sound funny, but when sun dried tomato sausage is grilled, skewered and topped with red and green grapes, you have a terrific combination

CAJUN MEATBALLS IN ROASTED TOMATO & RED PEPPER SAUCE- a hearty southern meatball is finished off with a roasted tomato and pepper sauce

ARTICHOKE FRITATTA- a classic finger food, cheddar cheese blends with artichoke hearts for a healthful finger food served room temperature

BACON WRAPPED STUFFED DATES- stuffed with toasted whole almonds, wrapped in bacon then baked until caramelized and golden

QUESEDILLAS WITH FRESH PAPAYA SALSA-a wonderful spicy papaya salsa is layered with the cheese for a thrilling spin on the standard quesadilla

GOURMET CHEESE PLATTER – no, it's not a cheese platter with American, Bologna and cheese whiz. This is the real deal featuring olives, nuts, dried fruits, grapes, and the most mouth-watering cheese selection you can think of.

Revised 8.30.13

From: [Kirklin, Kathleen](#)
To: [Haney, Brenda](#)
Subject: RE: PLEASE ADVISE_ DIANE WILKINSON CATERING_ EL DORADO CHAMBER MIXER 2/24/15
Date: Monday, February 09, 2015 5:27:44 PM
Attachments: [image001.png](#)

Yes. The food for the El Dorado Chamber mixer cannot be purchased out of the general fund.

Kathleen Kirklin | Vice President, Administration

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

p. 916.608.6733 | **f.** 916.608.6584 | kathleen.kirklin@flc.losrios.edu | www.flc.losrios.edu

From: Haney, Brenda
Sent: Monday, February 09, 2015 2:42 PM
To: Kirklin, Kathleen
Subject: PLEASE ADVISE_ DIANE WILKINSON CATERING_ EL DORADO CHAMBER MIXER 2/24/15
Importance: High

Hi Kathleen –

Today, Sally Howard submitted CB/REQ_37876 for Diane Wilkinson Catering for the El Dorado Chamber Mixer with FLC Foundation budget.

Can I go ahead and process PO and Payment from BANFL (83) with this CB/REQ, and Cancel the GENFD / COAD REQ#_808067 I sent over to your office on Friday 2/6/15?

Thank you,

Brenda Haney

Business Services

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

 916.608.6635 |  haneyb@flc.losrios.edu

Los Rios Community College District

Requisition

Page 1 of 35

FLC BUSINESS SERVICES **XXXXXX**

Vendor Code _____

DATE 2/5/15

Reg. No. **XXXXXX**

P.O. NO. **CBF15056**

Approved by / Date _____

VENDOR Diane Wilkinson Catering

DELIVERY INSTRUCTIONS _____

Reviewed by / Date _____

ADDRESS 2460 Roxana St.

Location Code Folsom Lake Collal

Dispatched Method / Date _____

CITY Placerette STATE CA ZIP 95667

College/District Location EDC Department 2/24/15

PHONE 5306220799 FAX _____

Division _____ Date Required _____

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	<i>*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.</i>				750-
1	El Dorado Chamber Mixer 70ppl				
2	<u>2/24/15 at EDC</u>				
3					
4	Aramark declined see				
5	email attached				
6					
7	CANCEL REQ#_808067; REWRITTEN TO CB/REQ#_37876				
8					
9					
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of _____

Program Name _____

For grants/special projects _____

Program Director/Coordinator Signature _____ Project/Grant Number _____

Program Goal/Objective Number/Explanation _____

Sales Tax

Total 750-

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.

REQUESTED BY: Sally Howard TYPED/PRINT DATE 2/5/15

REQUESTED BY: Sally Howard SIGNATURE DATE 2/5/15

AUTHORIZED: Rachel Rosenthal DEAN OR AUTHORIZED SIGNATURE DATE 2/6/15

APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

<u>GENFD 15200 / 11 / FLC FL. CL. LOAD</u>					
Bus. Unit	Account	* Fund	Org		
<u>67100</u>	<u>100000</u>	<u>15</u>	<u>041A</u>	\$	
Program	Sub-Class	BY	Proj/Grnt	Amount	
	<u>/</u>	<u>/</u>	<u>/</u>		
Bus. Unit	Account	* Fund	Org		
	<u>/</u>	<u>/</u>	<u>/</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