



FLC BUSINESS SERVICES **LIMITED PURCHASE ORDER**

(Not to Exceed \$200.00)

2014 DEC 3 P 2:52

<p>VENDOR NAME AND ADDRESS: <i>Arnolds for Awards</i> <i>3971 Durock Road, Suite A</i> <i>Shingle Springs, CA 95682</i> <i>ph-530-677-0623, fx-530-677-6025</i></p>	<p>DELIVERY INSTRUCTIONS: <input checked="" type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call</p> <p><i>Arnolds for Awards</i> <i>3971 Durock Road, Suite A</i> <i>Shingle Springs, CA 95682</i></p>
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	<i>Rising Star Corporate Plaques</i> <i>with engraving</i> <i>(for 2014 "Of the Year" Awards)</i>		<i>3</i>		<i>46.20</i>	<i>138.60</i>
2						
3						
4						
5	<i>Quote #71030 attached</i>					
6						
7						
8						
9						
10						

Purchases Charged to Categorical Programs, Grants or Special Projects
This purchased is in compliance with the requirements of:

Program Name _____

For grants/special projects _____

Program Director/Coord. Signature _____ Project/Grant Number _____

Program Goal/Objective Number/Explanation _____

SUB-TOTAL	<i>138.60</i>
SALES TAX	<i>10.40</i>
TOTAL (Not to Exceed \$200.00)	<i>149.00</i>

VENDOR: Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$200.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I/WE 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: *Kristy Hart* TYPED/PRINT DATE: *12/3/14*

REQUESTED BY: *Kristy Hart* SIGNATURE DATE: *12/3/14*

Received by _____ Date _____

GENED 5890 11 / FLC.P.O.FFC

Bus. Unit Account Fund Org

60100 0000 2015 041A \$ *149.00*

Program Sub-Class BY Proj/Grnt Amount

APPROVED: *Kathleen Kuklan* DEAN OR OTHER AUTHORIZED SIGNATURE DATE: *12/3/14*

APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

Bus. Unit Account Fund Org

Program Sub-Class BY Proj/Grnt Amount

(PURCHASE ORDER TERMS AND CONDITIONS)

(revised 05/2010)

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. **SELLER'S INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain: Purchase order number and 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 vendor or person furnishing the supplies or services. Every invoice shall be properly itemized.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact the LRCCD Purchasing agent at the phone number indicated on the front of this document.
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 "Send invoices in duplicate to" address: LRCCD Accounting Operations, 1919 Spanos Ct., Sacramento, CA 95825
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 the LRCCD unless expressly included and itemized in the order. Unless otherwise shown on this Purchase Order, on "FOB Shipping Point" transactions, vendor 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, vendor on request of LRCCD shall at vendor'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 vendor 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 vendor for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **LRCCD IS AN 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. **VENDORS NOTE:** All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
14. **INDEMNIFICATION:** Contractor shall indemnify, defend and save harmless the DISTRICT, 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, violations of employee occupational health and safety laws, costs, expenses, attorneys' 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 DISTRICT.
15. LRCCD may terminate this agreement and be relieved of the payment of any consideration to Vendor should Vendor 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 Vendor under this agreement and the balance if any, shall be paid the Vendor upon demand.
16. Without the written consent of LRCCD, this agreement is not assignable by Vendor either in whole or in part.
17. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
18. For Public Works Projects, Vendor must comply with Public Contract Code.
19. Pursuant to Section 1700, and following, of the California Labor Code, 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 Los Rios Community College District, 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.
20. **NOTICE TO CONTRACTORS/VENDORS:** 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 Purchasing Department at (916) 568-3071
21. **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. The District 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 the District will be given 30 days notice of any material change or cancellation in coverage.
22. **BILLING:** If the LRCCD has not received billing for product or services within a one year period the District will not be held responsible for satisfying the debt. Address for billing: LRCCD Accounting Operations, 1919 Spanos Ct., Sacramento, CA 95825
23. Contractor shall ensure that persons who perform services on District or College 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.
24. If the District determines that any person employed by contractor to work on District or College property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, contractor shall cause that employee to be removed from working on District or College Property immediately, and that person shall not be employed again on District property.

Quotation

PO# F-2741

Arnolds for Awards

FLC BUSINESS SERVICES

3971 Durock Road, Suite A
 Shingle Springs, CA 95682
 Main: 530-677-0623
 Fax: 530-677-6065

2014 DEC -3 P 3: 28

Store Hours

Mon - Fri: 8:30am - 5:30pm Closed Saturday & Sunday
 info@arnoldsawards.com

12/3/14

Order Number 71030

BILL TO	FOLSOM LAKE COLLEGE - FOLSOM		
	Kristy Hart		
	10 COLLEGE PARKWAY		
	Folsom	CA	95630
	Telephone:	916-608-6683	
	Fax:		

This order is scheduled to be ready for pickup after the completion date and time shown below and is not scheduled to be shipped. You may pick this order up at our store any time after the completion date and time. If the completion date and time below is inconvenient for you, please notify us immediately so we may correct the delivery and production schedule to ensure your needs are met.

Date Placed	Completion Date/Time	Terms	PO #	Resale Number	Sales Rep
12/2/2014	12/12/2014 after 3:30:00 PM	Balance Will Be Invoiced			SHYLOH RHODE

Qty	Stock #	Description	CD	Unit Price	Ext Price	Tax
3	MAAAGGL3 12B	Rising Star Corporate Plaques -----[Line Item Instructions]----- INCLUDES 2 LINES AND LOGO	***	\$46.20	\$138.60	***



[FLC logo]
 2014 Manager of the Year
 Melanie Dixon

[FLC logo]
 2014 Faculty of the Year
 Chris Clark

[FLC logo]
 2014 Classified Staff of the Year
 Ruth Nielsen

-----[Attributes]-----
 Include Logo?: YES

Date	Description of Payment	Payment Amount

We will be closed December 24, 2014 at 12:00 pm. We will re-open Friday, December 26th at 8:30am

THIS IS A QUOTE. YOUR ORDER IS NOT IN PRODUCTION. WE MUST RECEIVE AUTHORIZATION FROM YOU TO PROCEED. This quotation is valid for 30 days from the Date Placed indicated on this quotation. If you have any questions, please feel free to contact us so we can further assist you.

We will work hard to try and complete your order by the Expected Date and Time identified at the top of this order. Please let us know if the above date and time will not fit within your time schedule as soon as possible and we will try to work within your time-constraints as best as we can.

Order Total:	\$138.60
Discount:	\$0.00
After Discount Sub-Total:	\$138.60
Shipping/Handling:	\$0.00
New Sub-Total:	\$138.60
Sales Tax (7.5%):	\$10.40
Final Total:	\$149.00
Less Total Payments:	\$0.00
Balance Due on Order:	\$149.00
Previous Acct. Balance Due:	\$0.00