

**PURCHASE ORDER NO 0001082189
DUPLICATE**

Date	Revision	Page
07/08/2015	1 - 07/15/2015	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		
1006864 LEWISJ GALLARZOC		IT

Supplier: 0000004527
RAY MORGAN CO.
1580 VINEYARD RD
ROSEVILLE CA 95678

Phone: (916) 630-2121
Fax: (916) 630-2122

email:

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798
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	S/N FRU81056 - COPIER MAINTENANCE, IR2525 LOCATED IN CAREER CENTER BUNDLED PARTS, LABOR AND CONSUMABLE TONER CHARGE IS \$22.35 PER MONTH TIMES 12 MONTHS FROM 7/1/2015 TO 6/30/2016	1.00 LOT	268.20	268.20	05/01/2016

MAINTENANCE AGREEMENT # CN3146-02 INCLUDES ALL PARTS, LABOR, EMERGENCY REPAIRS AND ALL CONSUMABLES EXCEPT PAPER.

MAINTENANCE ON CANON IR 2525 IN CAREER CENTER.

PY PO# 0001077028

02-17-16 CLOSE PO PER B HANEY - SR

NOTE: THIS COPIER MOVED FROM FLC PO_0001082189 TO EDC PO_0001082634; EFFECTIVE 02-02-16 to 06-30-16.
RMC NEW / OLD CONTRACT# CN3146

Sub Total Amount	268.20
Sales Tax Amount	0.00
Total PO Amount	268.20

<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>
GENFD	5600	11	FL.VA.PAYP	61900	00000	041X	268.20	2016

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.

Unauthorized

Purchase Order / Change Order Request

(One PO per Request)

PO # 0001082189

Request Date: 02/17/16

College/Dept.: FLC/BSO

Vendor Name RAY MORGAN

- Close Purchase Order
S/N FRU81056 - COPIER MAINTENANCE, CANON IR2525 LOCATED IN CAREER CENTER
- Release Remaining Encumbrance
GENFD 5600 11 FL.VA.PAYP 61900 00000 2016 041X

PO/CO COMMENTS:

NOTE: THIS COPIER MOVED FROM FLC PO_0001082189 TO EDC PO_0001082634; EFFECTIVE 02-02-16 – 06-30-16. RMC NEW/OLD CONTRACT# CN3146



Ray Morgan Company



3131 Esplanade, Chico, CA 95973 PH: (530) 343-6065 FAX: (530) 343-9470

MAINTENANCE AGREEMENT

Date: 2/2/2016

Contract # New, Old CN3146
RMC Account Rep: Tina Peters

Purchase Order# _____
(Include hard copy if PO is required)

BILL TO: 5683077

Company Name:	Los Rios Community College Dist DO Receiving-		
Department:			
Address:	1919 Spanos Ct		
City:	Sacramento	County:	
State:	CA	Zip:	95825
Phone #:	530-344-5716	Fax:	
Contact:	Adrienne Andrews		
Email Address:	andrewa@flc.losrios.edu		

SHIP TO: 6086555

Company Name:	El Dorado Center		
Department:			
Address:	6699 Campus Dr		
City:	El Dorado	County:	
State:	CA	Zip:	95667
Phone #:	530-344-5716	Fax:	
Contact:	Adrienne Andrews		
Email Address:	andrewa@flc.losrios.edu		

AGREEMENT START DATE: 2/1/2016 -6/30/2016
This maintenance plan is effective for 5 months from the agreement start date (install date if applicable). Base charges are payable in advance with overages billed in arrears

Meter Contact Information:(for those not pulling electronically)

Contact Name:	Adrienne Andrews
Phone Number:	530-344-5716
Email Address:	andrewa@flc.losrios.edu
Primary Service Tech:	

COVERAGE TYPE: (Network support and related technical services are NOT covered by this agreement. Such services are offered with optional TSA agreement.)

- STANDARD (GF)** (Includes all parts & labor; Excludes ALL consumables.) **Excludes Drum (GP)**
- BUNDLED (AI)-** including KIP Wide Format w/o paper (Includes all parts, labor and consumable toner. Consumables such as, but not limited to staples, ink stamps, paper or specialty media are excluded)
- Wide Format "Plus" (AIP)** (Includes all parts, labor & supplies, including 20 lb standard bond paper)
- NON-STANDARD (TO)** (Includes consumable toner cartridges only. Excludes all parts, labor, and consumables such as, but not limited to staples, ink stamps, paper or specialty media)

COVERED EQUIPMENT

COVERED EQUIPMENT	ESTIMATED ANNUAL VOLUME	MANUFACTURER'S PUBLISHED YIELD PER CONTAINER	MINIMUM VOLUME CHARGE PER MONTH	MINIMUM CHARGE PER MONTH	OVERAGE/PER COPY CHARGE
IR 2525 - Serial FRU81056	19,992		1,666	\$ 24.82	0.0149

Minimum Total Per MONTH \$24.82
(Plus Applicable Taxes)

QUANTITY OF TONER INCLUDED IN AGREEMENT: per mfg specs
In the case of supply inclusive agreements, RMC will supply to the Customer toner free of charge according to the **Manufacturer's Published Yield per Container**. At RMC's discretion, RMC may perform a Toner Usage Reconciliation audit from time to time. If Customer's toner usage exceeds the manufacturer's published yields, RMC will bill the Customer for excess toner usage at its lowest published price.

RENEWAL: YES NO

BILLING CYCLE - Bases

- Monthly** **Annual**
- Quarterly** **Semi-Annual**
- No base billing**

BILLING CYCLE - Meters

- Monthly** **Annual**
- Quarterly** **Semi-Annual**

SPECIAL INSTRUCTIONS

Term Contract CN3146, and CN2734 as machine serial # FRU81056is moving to New Contract. Serial KLP00125 has been moved to storage for now.

Customer agrees to purchase and RAY MORGAN COMPANY agrees to provide maintenance service for the equipment listed above, in accordance with the terms and conditions of this agreement. No terms or conditions, expressed or implied, are authorized unless they appear on the original of this agreement and are signed by the customer and an officer of RAY MORGAN COMPANY. The additional terms and conditions of this agreement listed on the reverse side are incorporated in and made part of this agreement. No change, alteration or amendment of these terms and conditions are authorized or effective unless agreed upon in writing by an officer of RAY MORGAN COMPANY. No course or dealing or other conduct or custom shall constitute an amendment to the terms hereof nor alter or vary the terms of this agreement.

X _____
CUSTOMER SIGNATURE TITLE DATE

Print Name

X _____
RMC APPROVAL TITLE DATE

RMC MAINTENANCE AGREEMENT - TERMS & CONDITIONS

- 1 During the term of this agreement, and for each unit of equipment listed on the front of this document or any subsequent amendment or Schedule, the Ray Morgan Company (RMC) will provide, without additional charge, emergency repair service, preventative service, replacement parts (except under the conditions noted in this agreement) and in case of supply inclusive agreements (see front page for this agreement's specific coverage) all supplies (except, as applicable, paper, staples, and clear toner) under the usage limitation conditions listed in the front page of this document. The initial term of this agreement shall be for a period of 60 months and shall be automatically renewed for additional 12 month periods unless written notice is received by either party at least 90 days prior to the expiration of the initial term of the Agreement or any renewal thereof. This agreement shall NOT be assignable by customer without RMC's prior written consent. RMC shall have the right to cancel this agreement if any item is sold to a third party without such consent.
- 2 Maintenance charges provided herein are based upon the current costs of parts and labor and are subject to periodic increases and the effect of inflation. After the first year anniversary date of this agreement and any subsequent twelve month period, the minimum annual or monthly maintenance charges and charges for any overage copies/prints will increase a minimum of 5% over the charges of the previous year. In addition, the minimum billing charge, on any single billing period shall be \$35.00. In addition, RMC may assess an additional fuel and/or freight surcharge to offset higher than normal service costs as a result of adverse economic conditions.
- 3 It is understood that should customer wish to add additional, recently acquired but not "new", printers (HP, Kyocera and the like) to this agreement that RMC reserves the right to inspect and approve the addition of each. Such approval is contingent on age and overall condition of the printers in question. RMC might, after inspection, require that certain reconditioning or repairs be made before the equipment in question is covered under this maintenance agreement.
- 4 All routine preventative maintenance and emergency service necessary to keep the equipment in efficient operating order will be performed by RMC staff during its regular business hours (8:00 AM to 5:00 PM Monday through Friday except holidays) at no cost to Customer provided that such services shall not include the following:
 - a) repairs resulting from causes other than normal use; Customer's willful act, use of any paper stock that does not meet machine specifications, negligence or misuse including, without limitation, damage to any part or mechanisms and/or use of supplies or spare parts not manufactured and/or use of supplies or spare parts not manufactured by the original equipment manufacturer and which cause abnormally high service calls or service problems; accident, transportation, failure of electrical power, air conditioning or humidity control related problems, acts of nature (fire, flood etc), theft or
 - b) repairs made necessary by service performed by personnel other than an RMC representative, or
 - c) work which the customer requests to be performed outside regular business hours, or
 - d) reconditioning or modification to the equipment except those specified by RMC's Technical Service Department to assure greater performance of the equipment.All of the foregoing shall be invoiced in accordance with RMC's established per call rates and part charges then in effect. Additionally, RMC shall have the right, when reasonably in need for reasons of significant equipment failure, to substitute equivalent Equipment (age, model, accessories and meter) at any time during the term thereof. Any removed parts replaced by RMC shall become the property of RMC. RMC shall have full and free access to the Equipment in order to provide service thereon and customer shall from time to time advise RMC of the names of its employees who shall act as "key operators," with responsibility for performing basic operator maintenance as described by RMC personnel.
- 5 Certain "housekeeping" duties as outlined in the Owners Instruction Manual provided with the equipment (such as cleaning the glass, clearing misfeeds, if possible, etc) are the customer's responsibility. If a representative of RMC is called to do servicing of this nature the customer will be charged at the established rates for this service. Customer responsible for providing manufacturer recommended, adequate power supply.
- 6 Meter reading(s) must be provided by customer in accordance to the frequency stated on the reverse side of this Agreement. Customer agrees to provide correct meter readings to insure accurate and timely billing to the customer by RMC. If correct meter readings are not provided timely, RMC will calculate an estimated meter reading(s) and bill the Customer in accordance to the frequency contracted for. RMC may assess an additional surcharge to offset administrative costs should calls need to be made to Customer in order to secure meter readings. In addition, RMC may automatically collect from the Equipment, via electronic transmission to a secure off-site location, certain data to be used for servicing the equipment, billing meters, supply replenishment or product improvement purposes. Automatic transmitted data may include, but is not limited to, product registration, meter reads, supply level, equipment settings, and problem/fault code data. All such data shall be transmitted in a secure manner specified by RMC.
- 7 Additional service such as cosmetic, modification, or relocation, etc. requested and authorized by Customer and rendered by RMC will be charged at established rates for such service.
- 8 If customer's service and/or supply account becomes past due, RMC may (a) refuse service or delivery of supplies until account is made current or (b) provide service on a C.O.D. per call basis at the then current rate for time and materials. Additionally, Customer agrees to pay to RMC its cost and expense of collection including reasonable attorney's fees and all charges earned for service provided before the Customer went on a per call C.O.D. basis for non-payment per the terms of the agreement.
- 9 Liquidated damages: In the event that the customer defaults or chooses to cancel this Agreement before its original term or any extension thereof, Customer promises to pay to the Ray Morgan Company the following amounts as reasonable liquidated damages (and not as a penalty) for breach thereof:
 - a) Contracts with 24 or more months remaining: twelve times the monthly base (or as the case may be quarterly base divided by 3) plus six months average overages, if any. Overage average shall be determined as the average sum of overage billing the customer has been invoiced for during the current term or 6 months whichever is longer.
 - b) Contracts with 13 to 23 months remaining: nine times the monthly base plus six months average overages, if any. Overage average shall be determined as the average sum of overage billing the customer has been invoiced for the previous 6 months.
 - c) Contracts with 12 or less months remaining or any subsequent 12 month renewal: six times the monthly base plus six months average overages, if any. Overage average shall be determined as the average sum of overage billing the customer has been invoiced for during the previous 6 months.
- 10 Cancellation for Non-Performance: Customer may cancel the agreement for non-performance as follows: Customer must forward to RMC via registered mail, to the address listed on the front of this document, the specific problems with the system or other area(s) of non-performance and dissatisfaction. RMC shall have 30 days to correct the problem. If RMC has not corrected the problem within 30 days, Customer may notify RMC of their intent to cancel in 30 days, after which time the Customer is no longer bound by the Liquidated Damages portion of this agreement. Cancellation of the maintenance agreement for non-performance does not provide relief to the Customer from being obligated to make all remaining lease payments (if any) to the leasing company providing financing services for the equipment in question. This agreement may be cancelled by RMC for any reason.
- 11 Retained Title: Title to all supplies furnished hereunder, including consumable parts such as drums, remains with the Ray Morgan Company until said supplies are consumed to the extent they may not be further utilized in the copy/printing process. In the event this agreement is cancelled by either party, Customer agrees to return to the Ray Morgan Company all unused supplies provided under this agreement including toner and photoconductor.
- 12 RMC's obligation and warranties under this Agreement are in lieu of (a) all other warranties, expressed or implied, including implied warranties of merchantability and fitness for a particular purpose and (b) all other obligation or liabilities for damages including but not limited to personal injury or property damage, loss of profit or other consequential damages arising out of or in connection with this agreement of the maintenance service performed hereunder. Nor shall RMC be responsible for delays or inability to service caused directly or indirectly by strikes, accidents, climatic conditions or any other reason of similar nature beyond its control. This agreement shall be governed and construed according to the laws of the State of California.
- 13 Payment terms are upon receipt of invoice (URI) unless otherwise specified. Late charges will be assessed on the outstanding balance if payments are not received within 15 days of invoice date. The minimum late charge is \$9.50. Late charges will not exceed the maximum permitted by law. Customer agrees to pay to RMC a charge of \$25 for any returned checks per occurrence if any of seller's checks are returned to RMC unpaid. Upon default of any payment or any other aspect of this Agreement, RMC may at its option, declare the entire outstanding balance due and payable, including the Liquidated Damages stated in Section 9 of this Agreement.
- 14 In the event of any litigation arising out of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs from the other.

This agreement constitutes the entire agreement between the parties with respect to the furnishing of maintenance service superseding all previous proposals oral or written. No representation or statement not contained herein shall be binding upon RMC as a warranty or otherwise, nor shall this Agreement be modified or amended unless signed by RMC's General Manager

Customer Initials

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 0001082189

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 07/08/2015	Revision 1 - 07/15/2015	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1006864 LEWISJ GALLARZOC		Location / Dept 04FALR119 IT

Vendor: 0000004527
 RAY MORGAN CO.
 1580 VINEYARD RD
 ROSEVILLE CA 95678

Phone: (916) 630-2121
Fax: (916) 630-2122

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
 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	S/N FRU81056 - COPIER MAINTENANCE, IR2525 LOCATED IN CAREER CENTER BUNDLED PARTS, LABOR AND CONSUMABLE TONER CHARGE IS \$22.35 PER MONTH TIMES 12 MONTHS FROM 7/1/2015 TO 6/30/2016	1.00	LOT	268.20	268.20	05/01/2016

MAINTENANCE AGREEMENT # CN3146-02 INCLUDES ALL PARTS, LABOR, EMERGENCY REPAIRS AND ALL CONSUMABLES EXCEPT PAPER.
 TOTAL IS \$268.20.
 MAINTENANCE ON CANON IR 2525 IN CAREER CENTER.

PY PO# 0001077028

Sub Total Amount	268.20
Sales Tax Amount	0.00
Total PO Amount	268.20

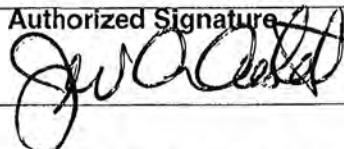
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VA.PAYP	61900	00000	041X	268.20	2016

0001006864KIRKLINK12-JUN-2015

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916) 568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature
 7/17/15

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.

Requisition

Vendor: RAY MORGAN CO.
1580 VINEYARD RD
ROSEVILLE CA 95678
United States

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798

Business Unit: GENFD		OPEN
Req ID:	Date	Page
0001006864	07/01/2015	1
Requester		Bldg#
Jeff Lewis		IT
Requester Signature		
Buyer: Vivian Poon		
Approved: <i>KL 6/12/15</i>		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	COPIER MAINTENANCE - S/N FRU81056, IR2525 LOCATED IN CAREER CENTER BUNDLED PARTS, LABOR AND CONSUMABLE TONER CHARGE IS \$22.35 PER MONTH TIMES 12 MONTHS FROM 7/1/2015 TO 6/30/2016	1	EA	268.20	268.20	07/01/2015

Total Requisition Amount: 268.20

MAINTENANCE AGREEMENT # CN3146-02 INCLUDES ALL PARTS, LABOR, EMERGENCY REPAIRS AND ALL CONSUMABLES EXCEPT PAPER.
TOTAL IS \$268.20.
MAINTENANCE ON CANON IR 2525 IN CAREER CENTER.

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5600	11	FL.VA.PAYP	61900	00000	041X	268.20

*✓ Approved
Logged 6/11*

Approval Signature	Approval Signature	Approval Signature
--------------------	--------------------	--------------------

04/29/2015

Attn: Jeff Lewis
 Los Rios Community College Dist DO Receiving-P.O.
 0001071139
 1919 Spanos Ct
 Sacramento, CA 95825

Re : CN3146-03 , All Inclusive

NEW PURCHASE ORDER REQUIRED

As a reminder, your maintenance agreement is in need of a new purchase order for Contract # CN3146-03, running 07/01/2015 through 06/29/2016. For reference, the current purchase order # is 0001077028, set to expire on 7/1/2015.

Thank you for your loyalty as a Ray Morgan Company customer. To assist in preparation of your new purchase order, below please find your covered copies, volume and rate table. Your base rate and copies included are represented as per month. The actual billing cycle is listed under "Base Type". For example: If the contract base type is quarterly, the base rate will be billed 3x the monthly base rate and include 3x the copies included in the table. For PO purposes only, please encumber \$268.20 + tax. Sales tax is calculated with 34% of the agreement being taxed at your current sales tax rate. All other terms and conditions of the original agreement (or subsequent agreement if applicable) will remain in effect.

Item	Equip ID	Serial Number	Ship To Name	Location Info	Base Type	Monthly Base Rate	Overage Type	BW Group Name	Monthly BW Copies Included	BW Group Rate	CLR Group Name	Monthly CLR Copies Included	CLR Rate
IR 2525	EQ26137	FRU81056	Folsom Lake College	Career center, student use	Monthly	\$22.35	Monthly	BW Pool 1	1,500	\$0.0149			

Please contact me if you would like to make any volume changes to your contract, otherwise, please submit your new purchase order referencing your maintenance agreement # CN3146-03 by:

Scan to email to contracts@raymorgan.com

Faxing 530-781-1008

US Mail Attn: Tina Peters, Ray Morgan Company, 3131 Esplanade, Chico CA 95973.

At the Ray Morgan Company we are constantly looking for ways to decrease clients overall costs while streamlining associated billing. Please take a moment to review the enclosed brochure on our Managed Print Services (MPS) program. If you have not already taken advantage of this valuable service, I would greatly appreciate the opportunity to discuss how an implementation, consolidated with your current agreement, may benefit Los Rios Community College Dist DO Receiving-P.O. 0001071139.

Thank you again for your continued business.

Sincerely,

Tina Peters
 Contract/Aftermarket Manager
 530-230-4827 Direct
 800-640-6065 x 4827 Toll free
 530-781-1008 Fax
tpeters@raymorgan.com

P.S. We always try to notify the right person about agreement renewals, but sometimes things change. If you have received this letter in error, we would appreciate your forwarding it to the correct person or contact us at the number provided so that we may update our records.