

# 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 0001083975**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
10/23/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
814585 AGUILAR J ROUILLES	04ADMN	

**Supplier:** 0000030015  
 CAMP RICHARDSON RESORT, INC  
 P O BOX 9028  
 SOUTH LAKE TAHOE CA 96158

**Phone:** (530) 541-1801  
**Fax:** (530) 541-1802

**email:**

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

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

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	FKCE EDUCATIONAL WEEKEND TRAINING TO BE HELD AT THE RICHARDSON HOUSE AT CAMP RICHARDSON IN SOUTH LAKE TAHOE, CA - NOVEMBER 6-8, 2015 (2 NIGHTS X \$670.00)	1.00	EA	1,340.00	1,340.00	10/22/2015
2- 1	LODGING TAX RATE 10%	1.00	EA	134.00	134.00	10/22/2015

PRE-PAYMENT IS REQUIRED UPON CHECK-IN ON NOVEMBER 6th FOR FACILITY RENTAL (FLAT RATE).

PLEASE SEND CHECK TO FLC BUSINESS SERVICES FOR RELEASE TO JULINE AGUILAR TO HAND DELIVER AT TIME OF CHECK-IN.

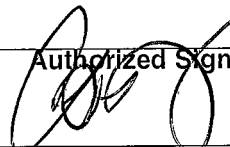
Sub Total Amount	1,474.00
Sales Tax Amount	0.00
Total PO Amount	1,474.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5200	12	FL.VS.FCPG	64900	00000	471C	1,474.00	2016

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**  


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.

LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET  
(Except for Grants & Categorical Contracts)

ARC  CRC  DO  FLC  FM  SCC  OTHER \_\_\_\_\_

Agreement/Contract With: Camp Richardson

Subject Matter: FKCE Educational Weekend Training  
Nov 6-8, 2015

This agreement consists of the following documents:  
Rental Agreement, REQ# 814585

Funding Source: FOSTER & Kinship Care Amount \$ 1,474<sup>00</sup>

Approved as to Substance (Originator)

By: Juline Aguilar Date: 10/20/15  
*Area Manager/Supervisor Program Coordinator*  
Juline Aguilar  
(Print Name)

College VPA, DO, FM, Director

By: Kathleen Kirklin Date: 10/21/15  
(Print Name)

General Services

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Director, General Services*

Approved as to Form: (When necessary)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*General Counsel*

Los Rios Community College District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Deputy Chancellor*

# Los Rios Community College District

## Requisition

Pre Pay

Req. No. <span style="color: red;">814585</span>
P.O. No.

Page \_\_\_\_\_ of \_\_\_\_\_

Vendor Code
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 10/20/15 VENDOR CAMP RICHARDSON  
 ADDRESS PO BOX 9028  
 CITY SOUTH LAKE TAHOE STATE CA ZIP 96150  
 E-MAIL \_\_\_\_\_  
 PHONE (530) 541-1802 FAX \_\_\_\_\_

DELIVERY INSTRUCTIONS	
Building Name <u>04 ADMIN</u>	
College/District Location <u>FOSTER CARE</u>	Department <u>11/06/15</u>
Division	Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
	*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.				
1	PKCE EDUCATIONAL WEEKEND				
2	TRAINING TO BE HELD AT THE				
3	RICHARDSON HOUSE AT CAMP				
4	RICHARDSON IN SOUTH LAKE TAHOE,				
5	CA; NOVEMBER 6-8, 2015.				
6					
7	RATE FOR FACILITY USE	2	NT	670	1340.00
8					
9	* PRE-PAY: PAYMENT DUE UPON				
10	CHECK-IN				
11					
12					
13	<u>April 2015 P.O. 0001080951</u>				
<b>Purchases Charged to Categorical Programs, Grants or Special Projects</b> This purchase is in compliance with the requirements of <u>FOSTER + KINSHIRE CARE ED</u>				Tax <u>10%</u>	134.00
Program Director/Coordinator Signature: <u>Juline Aguilar</u> For grants/special projects Program Name: <u>471C</u> Project/Grant Number: <u>471C</u>				<b>Total</b>	1,474.00
Program Goal/Objective Number/Explanation: <u>OBJ 2 TRAINING</u>					

I hereby certify the items/services listed above are to be obtained in accordance with District Policy, Conflict of Interest Code, P-8611 and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: JULINE AGUILAR TYPED/PRINT DATE 10/20/15  
 REQUESTED BY: Juline Aguilar SIGNATURE DATE 10/20/15

AUTHORIZED: Kathleen Sukler DEAN OR AUTHORIZED SIGNATURE DATE 10/21/15  
 APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION DATE \_\_\_\_\_

<u>GEN FD / 5200 / 12 / FL.VS.FCPG</u>					
Bus. Unit	Account	*Fund	Org		
<u>64900</u>	<u>100004</u>	<u>16</u>	<u>471C</u>	\$	<u>1474.00</u>
Program	Sub-Class	BY	Proj/Grnt		Amount
	/	/	/		
Bus. Unit	Account	*Fund	Org		
	/	/	/	\$	
Program	Sub-Class	BY	Proj/Grnt		Amount

\* Asset Location - For equipment purchases over \$200 (Accounts 6480, 6490, 6491, 6493, 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**

LETTER OF AGREEMENT

Contact: Juline Aguilar  
1919 Spanos Court  
Sacramento, CA 95825  
530.642.5659  
[juline.aguilar@flc.losrios.edu](mailto:juline.aguilar@flc.losrios.edu)

Event: Los Rios Community College District and Folsom Lake College – Foster Care Ed.

Arrival: Friday, November 6<sup>th</sup> 2015  
***Lodging Check in begins at 3:00pm.***

Departure: Sunday, November 8<sup>th</sup> 2015  
***We have extended your Checkout time to 1 pm***

**\*\*\* Please adhere to times above. \*\*\***

**\*\*Groups may NOT deliver any coolers, food, baggage or additional items to the house prior to check in. Please make other arrangements for your supplies until you are welcome to check in.**

Accommodations

Block and Rates: See confirmation email

Occupancy: The house has sleeping arrangements for 20 persons. Occupancy by more than 20 persons or the use of additional beds (cots, mats, etc.) is a violation of existing codes and will result in eviction of all guests and retention of all deposits and payments.

Food and Beverage: ~~To be determined. Catered events may be scheduled at any time in advance with a deposit, provided a conflicting event has not been previously scheduled. The deadline for submitting menu selections and guaranteed head counts for catered events is June 1, 2015.~~

Activities: NA

Deposit: **We will require the payment in full upon check in.**

Payments: **We will require the payment in full upon check in.**

An amount equal to all other estimated charges (i.e., food and beverage, meeting room fees) is due on arrival.

Cancellation: **If you cancel within 90 days of your check in date we will retain the entire deposit. If you cancel before the 90 days your deposit will be refunded to you in full.**

Final Payment: Final Payment is due upon arrival.

Damages: **Group accepts responsibility for damage to resort property by group guests. Any damages found at time of check in must be reported to the front desk immediately or group will be held responsible for payment to replace broken or damaged items. Please note that not all damages may be repaired or replaced during visit due to ordering and shipping requests of items. We will do our best to fix any damage so your stay remains as comfortable as possible.**

Pet & Smoking Policy: Pets are not allowed at Camp Richardson Resort. There is a \$250 fee for harboring pets and or smoking in any of Camp Richardson accommodations.

Indemnification: Los Rios Community College District, Juline Aguilar and all members of this group shall indemnify, defend, and hold Camp Richardson Resort, its officers, directors, employees, agents, and parent, subsidiary and affiliated companies, harmless from and against all claims and actions, and all expenses incidental to such claims or actions, based upon or arising out of damage to property or injury to persons during their stay at Camp Richardson Resort. This hold harmless agreement shall not be applicable to any liability based upon the sole negligence of Camp Richardson Resort.

The performance of this agreement by either party is subject to acts of nature, war, government regulations, disaster, strikes, civil disorder, or other emergency making it illegal or impossible to provide the facilities or to hold the meeting. It is agreed that this agreement may be terminated for any or more of such reasons by written notice from one party to the other given within three (3) days of the occurrence of such events.

Signature Page

Contact: **Juline Aguilar**

Company Name: **Los Rios Community College District/Folsom Lake College – Foster Care Ed.**

Contract Date: **Monday, August 24<sup>th</sup> 2015**

**Contract Due: UPON ARRIVAL**

**Deposit Amount Due: UPON ARRIVAL**

**Signer acknowledges and agrees that:**

\*I have received a copy of the Camp Richardson Resort Inc. contract

\*I have read, understood, and agreed to each and every term of the contract, any and all provisions of which cannot be altered without the express written consent of contract signer and Camp Richardson Resort Inc.

\*Signer understands that they are responsible for all charges authorized by him/her, even if not outlined in this agreement.

\*The contract will not be in effect until such time as Camp Richardson Resort Inc. executes this agreement. Both the signed contract and deposit are required in for Camp Richardson Resort Inc. to countersign the agreement. If either party uses a fax or electronic means of transmittal, then the fax or other electronic copy shall serve as the original.

Credit Card Required:

Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_

Exp: \_\_\_\_\_ Sec: \_\_\_\_\_

Signer Name:	CRR Inc.
Signature:	Signature:
Date:	Date:

Vanessa Santora  
Sales Manager  
Camp Richardson Group Sales & Events  
530/542-6587  
Fax: 530.541.1802  
sales@camprichardson.com

Camp Richardson Resort, Inc.  
1900 Jameson Beach Road  
South Lake Tahoe, CA 96150

**Group Folio**

Page 1

**Foster And Kinship Retreat 2015**  
Juline Aguilar

**Group Code** RH1523  
**Check In** 11/06/2015  
**Check Out** 11/08/2015

<u>Date</u>	<u>Guest Name</u>	<u>Room</u>	<u>Status</u>	<u>Type</u>	<u>Deposit</u>	<u>Total Room</u>	<u>Total Tax</u>	<u>Total</u>
11/06 - 11/08	Foster And Kinship Retr, Group	(RICH)	Reserved	RICH		1,340.00	134.00	1,474.00
<b>Group Balance:</b>		<b>1,474.00</b>	Room Nights: 2			<b>1,340.00</b>	<b>134.00</b>	<b>1,474.00</b>