

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001085233

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

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 01/28/2016	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1007652 WERFW ROUILLERS	Location / Dept 04FALR CAFE	

Supplier: 0000001099
 COMMERCIAL APPLIANCE
 281 LATHROP WAY STE 100
 SACRAMENTO CA 95815-4200

Phone: (916) 567-0203
Fax: (916) 567-0324

email: jeff@commercialappliance.com

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	CONE CLUTCH BOLT PART 8512823	1.00 EA	57.86	57.86	01/29/2016
2- 1	AUTOMATIC BUSHING PART 8512818	1.00 EA	372.92	372.92	01/29/2016

PER QUOTE# 12318 DATED 01-28-16

SHIPPING CHARGES NOT TO EXCEED 10% OF ORDER

Sub Total Amount	430.78
Sales Tax Amount	34.46
Total PO Amount	465.24

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VA.OFFC	69400	00000	041X	465.24	2016

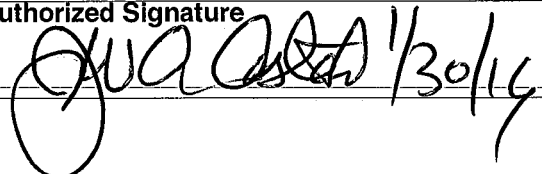
0001007652KIRKLINK27-JAN-2016

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.

Requisition

Supplier COMMERCIAL APPLIANCE
 281 LATHROP WAY STE 100
 SACRAMENTO CA 95815-4200
 United States

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

Business Unit: GENFD		OPEN
Req ID:	Date	Page
0001007652	01/22/2016	1
Requisition Name: COMMERCIAL APPL SLICER PARTS		
Requester	Bldg#	
Wenda Vander Werf	CAFÉ	
Requester Signature		
Buyer: Suzanne Rouiller		
Approved:		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	CONE CLUTCH BOLT PART 8512823	1	EA	53.36	53.36	01/29/2016
2-1	AUTOMATIC BUSHING PART 8512818	1	EA	343.96	343.96	01/29/2016

Total Requisition Amount: 397.32

PLEASE SEE ATTACHED QUOTE

TAX \$31.79
 SHIPPING CHARGES NOT TO EXCEED 10% OF ORDER

<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	4500	11	FL.VA.OFFC	69400	00000	041X	397.32

241A

Approval Signature	Approval Signature	Approval Signature
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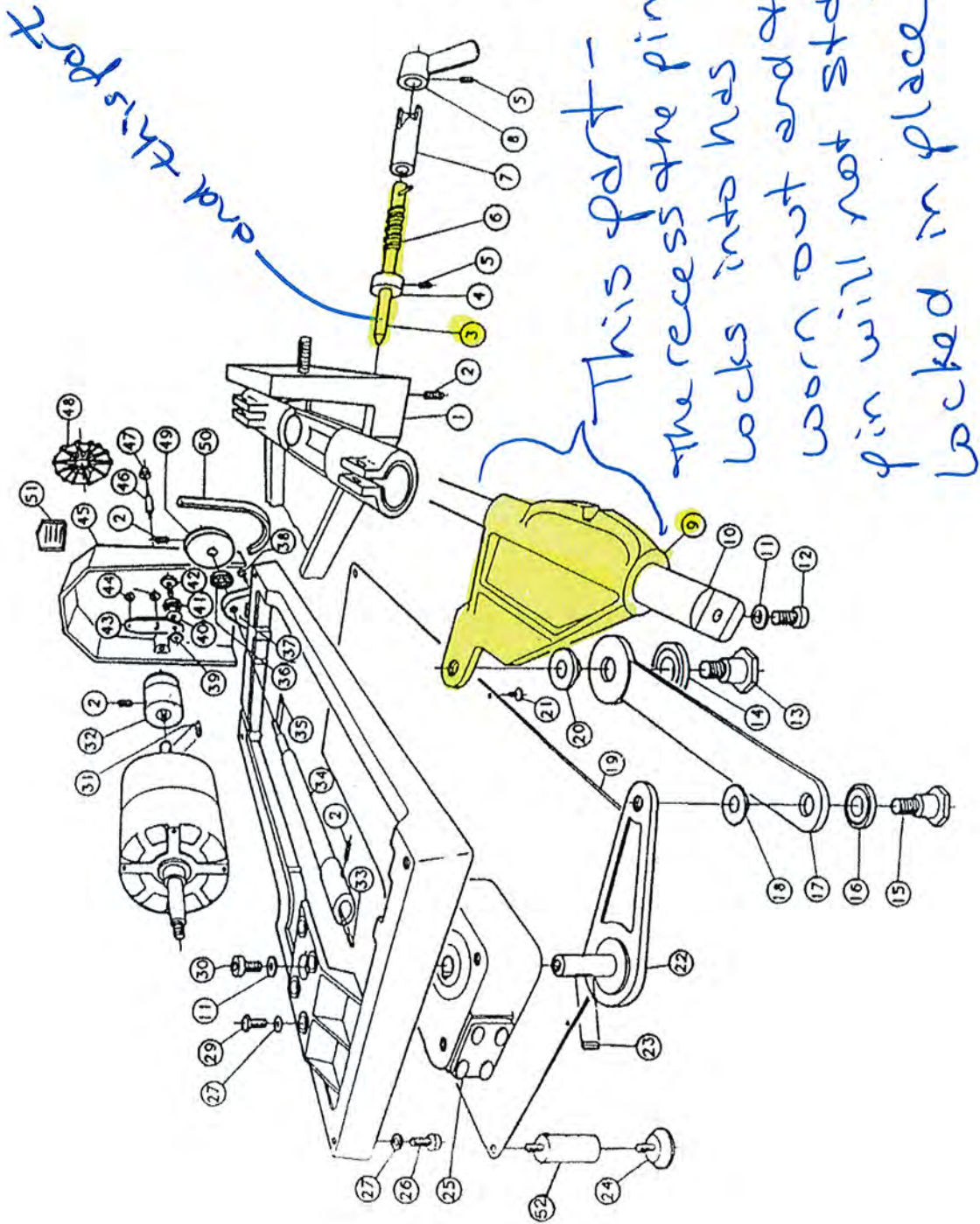
Slicer

8512

BASE ASSEMBLY
Figure 2

ILLUS.NO.	PART NO.	DESCRIPTION	QTY.
1.	8512300A	SUPPORT, CARRIAGE, ALSO FIG.4 [6]	1
2.	6509098	SET SCREW, M6-1.0 X 8MM	4
3.	8512823	BOLT, CONE CLUTCH	1
4.	8512826	BUSHING, SPRING	1
5.	8512827	SET SCREW, M5-0.8 X 5MM	2
6.	8512828	SPRING	1
7.	8512824	CAM	1
8.	8512829	KNOB, CONE CLUTCH	1
9.	8512818	BUSHING, AUTOMATIC	1
10.	8512819	ROD, ROUND GUIDE	1
11.	6509028	WASHER, M8	2
12.	6509040	SCREW, SOC HD CAP M8-1.25 X 25MM	2
13.	8512817	SCREW, CRANK ATTACHMENT	1
14.	1012167	BALL BEARING	1
15.	8512814	SCREW, CRANK ATTACHMENT	1
16.	8512812	BALL BEARING	1
17.	8512811	CRANK	1
18.	8512813	SPACER	1
19.	8512853	COVER, BOTTOM	1
20.	8512816	SPACER	1
21.		RESERVED	
22.	8512805	SUPPORT, CONNECTION ROD	1
23.	8512808	KEY	1
24.	8512855	FOOT	4
25.	8512803A	GEAR, REDUCTION	1
26.		RESERVED	
27.	8512516	WASHER, M6	4
28.	8512803	STUD	4
29.	6509143	NUT M6-1.0	4
30.		RESERVED	
31.	8512846	KEY	4
32.	8512845	PULLEY, MOTOR	1
33.	8512831	KEY, REDUCTION GEAR	1
34.	8512830	ROD, REDUCTION GEAR	1
35.	8512836	KEY	1
36.	8512834	BALL BEARING	1
37.	8512832	SUPPORT, ROD	1
38.	8512833	SCREW, M6-1.0 X 20MM	2
		ILLUS. NO 39 THRU 43 ARE AN ASSEMBLY	
39.	8512843	NUT	1
40.	6509028	WASHER, M8	1
41.	8512840	BEARING, BELT TENSION	1
42.	8512841	SCREW, BEARING ATTACHMENT	1
43.	8512838	SUPPORT, BELT TENSION	1
44.	8512839	NUT	2
45.	8512201	COVER, MOTOR	1
46.	8512851	STUD	2
47.	8512852	ACORN NUT, M6-1.0	2
48.	8512848	FAN	1

BASE ASSEMBLY
Figure 2



Haney, Brenda

From: Vander Werf, Wenda
Sent: Friday, January 22, 2016 2:11 PM
To: Kirklin, Kathleen
Cc: Harman, Joany; Haney, Brenda
Subject: On Line Requisition for Commercial Appliance
Attachments: SBizhubc55016012214420.pdf

Kathleen,

Attached is the online requisition for Commercial Appliance (req 0001007652) accompanied by their quote. The original paperwork is in the Business Services mailbox for Brenda.

Joany brought to my attention that Commerical Appliance sells parts as well as provides service. We can purchase the parts from Commercial Appliance at a lower rate than from Univex Corporation on line, and Commercial Appliance will take our Purchase Order, thus avoiding the necessity of a credit card purchase.

Budget check was not valid yet, as Joany completed the funds transfer in 041x this morning.

Thank you,

Wenda

916.608.6733 | 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*



Vander Werf, Wenda

Subject: FW: Question on UNIVEX CORP / PARTS FOR SLICER REPAIR / ROOST

From: Harman, Joany
Sent: Friday, January 22, 2016 1:27 PM
To: Vander Werf, Wenda <VanderW@flic.losrios.edu>
Subject: Question on UNIVEX CORP / PARTS FOR SLICER REPAIR / ROOST

Wenda,
Is there a reason we are not using vendor Commercial Appliance who the district has an established relationship with and who will take our PO? It also appears that their prices are quite a bit cheaper. I will wait to hear from you before ordering anything from Univex.

Thanks,
Joany

QTY		PRODUCT	PART #	PRICE
1		CONE CLUTCH BOLT (p) Mfg: Mfg Pt #: 8512823 Warehouse: MAIN WAREHOUSE	8512823	\$56.17 \$53.36
1		AUTOMATIC BUSHING (p) Mfg: Mfg Pt #: 8512818 Warehouse: MAIN WAREHOUSE	8512818	\$462.06 \$343.96

Comments: _____ Ship Complete: Subtotal: _____

From: Haney, Brenda
Sent: Friday, January 22, 2016 11:35 AM
To: Harman, Joany
Cc: Vander Werf, Wenda
Subject: CAL CARD REQUEST_ US BANK for UNIVEX CORP / PARTS FOR SLICER REPAIR / ROOST
Importance: High

Hi Joany –

We will need a CAL CARD order placed for this REQ_815906 for Slicer Repair.

Thank you,
Brenda Haney
Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flic.losrios.edu

Los Rios Community College District

Requisition

VOID Replaced w/
ONL/REQ 1007652

US BANK_CAL CARD

VOID
Req. No. **815906**
P.O. No. **B116344**

Page 1 of 1

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

DATE 1-21-16 VENDOR Univex Corporation

ADDRESS 3 Old Rockingham Road

CITY Salem STATE NH ZIP 03079

E-MAIL parts@univexcorp.com

PHONE 603-893-6191x108 FAX
or 800-238-6358

CAL CARD
DELIVERY INSTRUCTIONS
Building Name
College/District Location Department
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	part 8512823 Bolt, cone clutch	1	ea	57.86	57.86
2					
3	part 8512818 bushing, automatic	1	ea	372.92	372.92
4					
5					
6					
7	REQUEST FOR CREDIT CARD PRE PAY				
8	PHONE ORDER				
9					
10	Parts to repair slicer				
11					
12	SHIPPING to be quoted				
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 _____ Project/Grant Number _____
Program Director/Coordinator Signature _____
Program Goal/Objective Number/Explanation _____

Tax ~~XXXXXX~~ 34.46
Total approx 465.24 plus shipping

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: Wenda Vander Werf TYPE/PRINT DATE 1/21/16
REQUESTED BY: Wg Vander Weij SIGNATURE DATE 1/21/16

AUTHORIZED: _____ DEAN OR AUTHORIZED SIGNATURE DATE 1/22/16
APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE 1/22/16

GenFd / 4500 / 11 / FL.VA. OFFC
Bus. Unit Account *Fund Org
69400/60000/2016/041X \$
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

Vander Werf, Wenda

Subject: FW: REQUESTING A QUOTE Univex Request A Quote Form

Importance: High

From: Haney, Brenda

Sent: Thursday, January 21, 2016 2:22 PM

To: Vander Werf, Wenda <VanderW@flc.losrios.edu>

Subject: FW: REQUESTING A QUOTE Univex Request A Quote Form

Importance: High

Hi Wenda –

Write this up on a standard LRCCD REQ (GS-127 form) , in the body of requisition write

– Request for Credit Card Pre-Pay. Attach copy of this email to REQ.

- If you can check with vendor, and confirm how credit card order can be placed : online or by phone – this would be helpful.
- Then submit all to me and we'll take it from there.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

-----Original Message-----

From: Vander Werf, Wenda

Sent: Thursday, January 21, 2016 1:48 PM

To: Haney, Brenda <haneyb@flc.losrios.edu>

Subject: RE: REQUESTING A QUOTE Univex Request A Quote Form

They don't have a regular quote they can send, but here the information from the email below.

Subject: RE: REQUESTING A QUOTE Univex Request A Quote Form

8512823

List- 57.86

8512818

List- 372.92

It appears that you do not have an account with us and therefore could not submit a po to us for processing. However you can order these items by credit card if you'd like. At that time would could provide you with a shipping quote.

Brendan Coveney Technical Support Representative

Univex Corporation | 3 Old Rockingham Road, Salem NH 03079 Tel (603) 893-6191 ext. 108 | Fax(603)

893-1249 <http://www.univexcorp.com> Stay Connected!

Parts Dept.

Haney, Brenda

From: Vander Werf, Wenda
Sent: Friday, January 22, 2016 11:21 AM
To: Haney, Brenda
Subject: This one says No PO FW: REQUESTING A QUOTE Univex Request A Quote Form

Wenda
916.608.6733 | 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

-----Original Message-----

From: Parts Univex [mailto:parts@univexcorp.com]
Sent: Thursday, January 21, 2016 12:02 PM
To: Vander Werf, Wenda <VanderW@flc.losrios.edu>
Subject: RE: REQUESTING A QUOTE Univex Request A Quote Form

You're welcome.

Place Order & CC Pmt by Phone

Again, where you do not have an account with us, we can not accept a po. **Payment would have to be made over the phone with a credit card**

Brendan Coveney

Technical Support Representative
Univex Corporation | 3 Old Rockingham Road, Salem NH 03079 Tel (603) 893-6191 ext. 108 | Fax(603) 893-1249
<http://www.univexcorp.com> Stay Connected!

-----Original Message-----

From: Vander Werf, Wenda [mailto:VanderW@flc.losrios.edu]
Sent: Thursday, January 21, 2016 2:41 PM
To: Parts Univex <parts@univexcorp.com>
Subject: RE: REQUESTING A QUOTE Univex Request A Quote Form

Thanks Brendan! I will work with our Business Office to get it done that way.

Watch for our order soon!

Wenda
916.608.6733 | 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