

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001086588

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 04/29/2016	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1007858 LIST G ROUILLER S		Location / Dept 04EDCA221 LIBRARY

Supplier: 0000000487
 BRODART CO
 500 ARCH ST
 WILLIAMSPORT PA 17701

Phone: (888) 820-4377
Fax: (800) 578-1064

email:

Ship To: EL DORADO CENTER
 RECEIVING
 6699 CAMPUS DR
 PLACERVILLE CA 95667
 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	63238000 D MINI 3 SLOP SHLF BK TK MINT	1.00 EA	269.45	269.45	05/13/2016
2- 1	SHIPPING	1.00 EA	95.00	95.00	05/13/2016

PER QUOTE# 85351 - LK

Sub Total Amount	364.45
Sales Tax Amount	20.21
Total PO Amount	384.66

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	ED.VI.LIBR	61200	00000	700P	384.66	2016

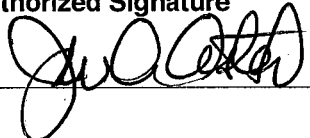
0001007858KIRKLINK21-APR-2016

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

 5/3/16

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 BRODART CO
500 ARCH ST
WILLIAMSPORT PA 17701
United States

Ship To: RECEIVING
6699 CAMPUS DR
PLACERVILLE CA 95667

Business Unit: GENFD OPEN	
Req ID: 0001007858	Date: 04/08/2016
Page 1	
Requisition Name: BRODART	
Requester Gayle List	Bldg# LIBRARY
Requester Signature	
Buyer: Suzanne Rouiller	
Approved:	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	D MINI 3 SLOP SHLF BK TK ITEM #63238000 MINT	1	EA	269.45	269.45	05/06/2016
2-1	SHIPPING	1	EA	95.00	95.00	05/06/2016

Total Requisition Amount: 364.45

MERCHANDISE = \$269.45
TAX(7.5%) = \$20.21
SHIPPING = \$95.00

TOTAL = \$384.66

PER QUOTE #85351

<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	4300 6490	12	ED.VI.LIBR	61200	00000	700B 548F	364.45

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of Lottery

For grants/special projects 700B eligible materials

Name: dal a. m

Approval Signature 	Approval Signature 4/8/16	Approval Signature
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Library Supplies & Furnishings

500 Arch Street, Williamsport PA 17701

Sales & Service: 888.820.4377 • Fax: 800.283.6087 or 570.769.5100

Bids & Quotes: 888.820.4377 or FAX: 800.578.1064

Visit us online at www.shopbrodart.com

Quote #: 85351

Quote Request #:

Issue Date: Friday, March 18, 2016

Expiration Date: Wednesday, May 18, 2016

To: GAYLE LIST
 Institution: FOLSOM LAKE COLLEGE/EL DORADO CENTER LIBRARY
 Account #: 041323S
 City: PLACERVILLE
 State/Zip: CA, 95667
 Phone: 530 642 5695
 Fax:
 Email: LISTG@FLC.LOSRIOS.EDU

From: LAURA KESSLER
 Phone: 1 888 820 4377 EXT 4352
 Fax: 1 800 578 1064
 Email: LAURA.KESSLER@BRODART.COM
 Dept.: BIDS

Comments:

Details:

Line	Catalog #	UOM	Description	Quantity	Cat Price	Bid Price	Ext. Price
1	63238000	EA	D MINI 3 SLOP SHLF BK TK	1	317.00	269.45	269.45

MINT

Sub-Total: \$269.45

Extras:

Description	Bid Price	Total Bid: \$364.45
UPS SHIPPING	95.00	
Sub-Total:	\$95.00	

Try out our Bid Form to request your next bid. Go to www.shopbrodart.com, click on "Request a Quote". It's that simple!
 For your convenience, we would like to offer you special pricing on any large volume items you may be looking to purchase. We value your interest in Brodart and pride ourselves on friendly, reliable service and the very best pricing we can provide. Please contact us with any large volume or competitive bid requests at: supplies.quotes@brodart.com or fax 800-578-1064



Library Supplies & Furnishings

500 Arch Street, Williamsport PA 17701

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Bids & Quotes: 888.820.4377 or FAX: 800.578.1064

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Brodart Terms & Conditions

Terms: Net 30 Days (upon credit approval)

Delivery: 2-3 WEEKS

FOB Origin

Inside Delivery

Prices do not include any applicable taxes. Products can be discontinued at any time. Substitutions meeting specifications may not be available. If an alternative is available, pricing quoted may need to be adjusted accordingly. To ensure that you receive your quoted prices, please reference Quote #: 85351 when ordering and direct to the attention of the Bid Department.

DESTINATION CONTROL STATEMENT

These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited

Order Information to be completed by the Customer

Acct. #: _____

Acct. #: _____

Department and Billing Address:

Department and Shipping Address:

Accounts Payable: Contact Name: _____

 Telephone Number: _____

NOTICE: YOUR SIGNATURE WILL CONSTITUTE AGREEMENT TO THE SERVICES AND SHIPMENT OF GOODS AND TO THE TERMS AND CONDITIONS OF THIS QUOTE

Authorized Signature

Date

Title

Search

keyword / catalog #

GO

Welcome, Sign In

Cart Total: \$0.00, 0 items

Contacts or #888-820-4377

Library Equipment

- Book & Utility Trucks
- Wood Book Trucks
- Metal Book Trucks
- Heavy Duty Book Trucks
- Utility Trucks & Wagons

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Smith System Single-Sided Welded Steel Mini Book Truck

[Home](#) > [Library Equipment](#) > [Book & Utility Trucks](#) > [Metal Book Trucks](#)



Smith System Single-Sided Welded Steel Mini Book Truck

Single-sided 24"W book truck with three sloping shelves [More Info](#)

Price: \$317.00

SKU # 63238000

Product Rating:

[Write / View Reviews](#)

[Need Help?](#)

[Contact Us](#)

Smith System Color Required

- Select Smith System Color -

Color

Quantity:

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[Description](#)

[Reviews](#)

- Colorful book truck with welded steel durability
- 18-gauge shelves with 1 1/4" C-bend for extra load capacity
- 1" square tubular steel handle radiused and welded to sheet-steel end panels
- Holds 400 lbs. evenly distributed
- 10 25/64" shelf depth; 12" shelf clearance
- Durable powder-coat finish
- Black polypropylene dividers available separately
- Four 4" dual-wheel full-swivel casters for easy maneuverability
- Other caster options available; call for details
- 43"H x 24"W x 14"D
- Greenguard Gold certified for healthy indoor air quality
- 12-Year Limited Warranty

Minimal caster assembly required. Ships from manufacturer.

[Accessories](#)

[Other Products We Suggest](#)



SMITH SYSTEM DIVIDERS FOR SINGLE-SIDED WELDED STEEL BOOK TRUCKS
Price: \$25.00

Three 10"D black polypropylene book truck shelf dividers



CRAMER® KIK-STEP® STOOL

Price: \$71.00

14"H stool with non-skid treads and retractable casters



SIDE-LOADING ACRYLIC SIGN AND POSTER HOLDERS

Price: \$4.65 - \$11.85

Side-loading holders with universal mounting capability



SIDE-LOADING ACRYLIC SIGN AND POSTER HOLDERS

Price: \$4.65 - \$11.85

Side-loading holders with universal mounting capability

[Need Help?](#)

4/15/16

Attached Requisition 0001007858 Brodart Co, appears to be for a piece of equipment and therefore should be coded to account 6490.

Account 6490 cannot be charged to Lottery, 700P.

Please refer to the following information on the use of account 6490. If you feel that this purchase does not fall under equipment, please provide reasoning.

Thank you.

Business Services

6490 EQUIPMENT

This account is used to record expenditures for all equipment and software with a useful life over one year **and** purchase price over \$200 including sales tax. Equipment and software with a purchase price under \$200 is reported under the applicable 4300 or 4500 object code.

Equipment is defined as tangible property, which can be used for a year or more without material change in form or appreciable impairment of physical condition. Examples include chairs, desks, vehicles, computers, machinery and instruments. Upgrades to existing items (such as computer upgrades), which would extend the useful life of a piece of equipment and exceed the \$200 threshold would be recorded in this category.

The following questions may provide some guidance in deciding whether a purchase should be coded to equipment. If the answer to any of the following questions is yes, the item should be classified and recorded under supplies (4300 or 4500):

1. Is the cost of the item including sales tax under \$200?
2. Will the item lose its original shape and appearance with use?
3. Is it consumable with a normal service life of less than one year?
4. Is it easily broken, damaged, depleted, or lost in normal use?
5. Is it usually more feasible to replace it with a new item than to repair it?