

# 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 0003016370

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/29/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
3005144 HARTK GALLARZOC	04ADMN PIO	

Vendor: 0000020605  
 DISPLAY SALES  
 10925 NESBITT AVENUE S  
 BLOOMINGTON MN 55437

Phone: (800) 328-6195  
 Fax: (952) 885-0099

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	30X60 CUSTOM VINYL BANNER MATERIAL; 18 OZ COMMERCIAL GRADE VINYL MATERIAL PRINT: 2-SIDED DIGITAL IMPRINT PROCESS	34.00EA	105.00	3,570.00	08/12/2015
2- 1	STANDARD DIGITAL SETUP FEE STYLE: DIGITAL	28.00EA	13.00	364.00	08/12/2015
3- 1	98 SERIES BRACKET SYSTEM CONSISTING OF: 2-ALUMINIM CASTINGS 2-33" FIBERGLASS RODS 2-STAINLESS STEEL SAFETY PINS 2-BLACK TYWRAPS (NO BANDS) SIZE 12 COLOR: SILVER STYLE	24.00EA	57.00	1,368.00	08/12/2015
4- 1	SHIPPING	1.00EA	72.00	72.00	08/12/2015

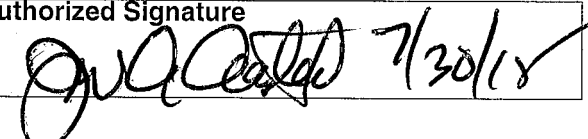
REFERENCE QUOTE # QO-002993-10 DATED 07/29/2015 (EXPIRATION: 07/31/2015)

Sub Total Amount	5,374.00
Sales Tax Amount	424.16
Total PO Amount	5,798.16

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
COPFD	5890	41	FL.VA.PROJ	67100	00201	051E	5,798.16	2016

0003005144HARMANJ17-JUL-2015

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

**Vendor:** DISPLAY SALES  
10925 NESBITT AVENUE S  
BLOOMINGTON MN 55437  
United States

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

<b>Business Unit:</b> <b>COPFD OPEN</b>	
Req ID: 0003005144 ✓	Date: 07/01/2015 Page: 1
Requester: Kristy Hart	Bldg#: PIO
Requester Signature	
Buyer: Christina Gallarzo	
Approved: <i>smh 7/17/15</i> ✓	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	30X60 CUSTOM VINYL BANNER MATERIAL; 18 OZ COMMERCIAL GRADE VINYL MATERIALPRINT: 2-SIDED DIGITAL IMPRINT PROCESS	34	EA	105.00	3,570.00	07/15/2015
2-1	STANDARD DIGITAL SETUP FEESTYLE: DIGITAL	28	EA	13.00	364.00	07/15/2015
4-1	98 SERIES BRACKET SYSTEM CONSISTING OF:2-ALUMINIM CASTINGS2-33" FIBERGLASS RODS2-STAINLESS STEEL SAFETY PINS2-BLACK TYWRAPS(NO BANDS)SIZE 12COLOR: SILVER STYLE	24	EA	57.00	1,368.00	07/15/2015
5-1	SHIPPING	1	EA	72.00	72.00	07/15/2015

**Total Requisition Amount:** 5,374.00

SEE QUOTE ESTIMATE QO-002993-8  
TAX \$424.16  
PO TOTAL \$5,798.16

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
COPFD	5890	41	FL.VA.PROJ	67100	00201	051E	5,374.00

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of \_\_\_\_\_

For grants/special projects \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Approval Signature	Approval Signature	Approval Signature
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# DISPLAY SALES

# QUOTE

**Display Sales**

10925 Nesbitt Avenue S  
 Bloomington, MN 55437  
 P: 800-328-6195  
 F: 952-885-0099  
 www.displaysales.com

ESTIMATE                    QO-002993-8  
 DATE                        6/29/2015  
**EXPIRATION DATE**       7/24/2015  
 CUSTOMER ID               508009

**TO:** Kristy Hart  
 Folsom Lake College  
 10 College Parkway  
 Folsom, CA 95630

PREPARED BY		JOB	PAYMENT TERMS		REQUEST DELIVERY DATE
Josh Matrella		Banner Program			7/7/2015
QUANTITY	DESCRIPTION	UNIT PRICE			AMOUNT
34	30"x 60" Custom Vinyl Banner  Material: 18 oz. Commercial Grade Vinyl Material  Print: 2-Sided Digital Imprint Process	105.00			3,570.00
28	Standard Digital Setup Fee Style : Digital	13.00			364.00
1	Art Fee TBD  (Art Fees May Apply if Artwork is not in Vector Format) Style : Art	0.00			0.00
24	98 Series Bracket System Consisting of: 2- Aluminum Castings 2- 33" Fiberglass Rods 2- Stainless Steel Safety Pins 2- Black Tywraps  (No Bands) Size : 12 Color : Silver Style : NoBands	57.00			1,368.00
SUBTOTAL					5,302.00
SHIPPING & HANDLING					72.00
SALES TAX					0.00
<b>TOTAL</b>					<b>5,374.00</b>

To accept this quotation, sign here and return.

\_\_\_\_\_

Thank you for your business.

# DISPLAY SALES

## Terms & Conditions

### GRAPHIC ART SERVICE:

Display Sales encourages customers to provide vector based artwork so that the process of proofing and printing may proceed quickly without interruption. Otherwise, if artwork is unusable, graphic art services will be billed at \$125 per hour to correct unusable art, redraw non-formatted art, or design and create custom imagery (per customer request). Alterations are \$50 per hour. You will be contacted by one of our Graphic Arts team and provided a proof. Send your artwork to: [artwork@displaysales.com](mailto:artwork@displaysales.com)

### PRODUCTION TIMEFRAMES:

Normal production time is 15 working days AFTER art proof is approved and down payment is received. Rush requests on approval. 10% over/under on Premium/Promotion product orders is standard.

### TERMS:

- 50% down payment prior to production on custom imprinted products.
- Check, Non-cancellable Purchase Order, or credit card accepted for down payment.
- Balance due net 20 days after final invoice.
- F.O.B. Display Sales ~ shipping & handling charges based on destination and size of order.

### WARRANTIES for DECORATIONS:

- All invoices for products must be paid in full before warranty is in effect
- 5 SEASONS\* - protection on steel frames and pole installation hardware
- 3 SEASONS\* - protection on decoration components: Pine and Metallic garlands, electrical wiring harnesses, sockets, plugs, powder coating and paint on decoration frames. Also included: heavy insulated 12 gauge and 14 gauge electrical wiring, and 16 gauge SureLock™ Wire sets.
- \* One SEASON equals (3) months.

### NOT COVERED BY WARRANTY:

Damage or rusting caused by ice load; air borne road salt and/or other corrosives; bulb breakages/burnout/discholoring/fading; damage from electrical shorts or power surges; miniature light sets; rope light product; damage in transit; inappropriate handling/storage/installation; and products that are installed too low on light poles that lend themselves to vandalism and being hit by trucks. Any acts of Nature. Due to exposure to sunlight, all products are susceptible to some fading.

All REPAIR and/or REPLACEMENT must be pre-approved by Display Sales customer service representative.

### WARRANTIES for BANNERS:

- VINYL - 18 oz single ply - Not Prorated - 90 days of continuous use
- VINYL - 13 oz 2 ply construction - Not Prorated - 12 months of continuous use
- WEATHERGUARD - NOT prorated for 4 SEASONS\* or 12 months of continuous use
- BRACKET SYSTEMS - 100% NOT prorated for 4 SEASONS\* - or 12 months of continuous use
- \* One SEASON equals (3) months.

### NOT COVERED BY WARRANTY:

Any banner greater than 30" x 84" in size or any banner not installed using a top and bottom rod pocket.

Failure to install bracket systems and banners according to Display Sales installation instructions or to store banners properly will void this warranty.

All REPAIR and/or REPLACEMENT must be pre-approved by Display Sales customer service representative.

### WARRANTY RESPONSIBILITY:

Customer is responsible for the cost of removal, reinstallation and shipping incurred for merchandise being repaired or replaced. Customer participation is required to troubleshoot product issues, which will provide a timely resolution.

### SHIPPING & FREIGHT RESPONSIBILITY:

All product is shipped via FOB origin Display Sales. Customer takes ownership of the product once it is picked up by the carrier and is responsible for it at that point. UPS, Fed EX, and LTL trucking companies are common carriers.

Customer is responsible for counting the number of boxes delivered and inspecting the boxes for any visible damage. For LTL shipments, customer must sign the delivery receipt as "damaged" or "missing boxes" if this is the case. Display Sales is ineligible to file a freight claim on your behalf if this is not noted on the delivery receipt. Customer will then incur all product replacement costs.

Freight charges after delivery may occur for additional services rendered per customer request. For example, a call ahead of delivery, scheduling a delivery appointment, driver unloading the truck, residential delivery, change of delivery address, delivery inside an office, lift gate, and congestion fee based on limited access to delivery address. Customer agrees to pay all additional charges requested.

### RETURN POLICY:

Returns are accepted within 30 days of purchase providing a proper Return Goods Authorization (RGA) number is first obtained. Please call 1-800-328-6195 to obtain your RGA number. Shipping charges are not refundable on orders that have been shipped. Items must be in their original condition and original packaging. No returns will be accepted nor credit given for items not in their original condition.

Restocking fees up to 25% may apply to items returned