

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 0003016541
CHANGE ORDER

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
01/13/2016	2 - 01/19/2016	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
3005295 RAINES C ROUILLER S	04RCC CUSTODAN	

Supplier: 0000037057
 FIBREX GROUP INC
 4165 PRUDEN BLVD BLDG 2
 SUFFOLK VA 23434

Phone: (800) 346-4458
Fax: (757) 925-1732

email: ruben@fibrexgroup.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

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	RECEPTACLE #BPW-20PC 1 EACH 4-7/8" DIAMETER HOLE (33.3% CAPACITY); 1 EACH 2.5 x 9.5" SLOT (33.3% CAPACITY) AND 1 EACH 7" DIAMETER HOLE (33.3% CAPACITY) COLOR: COPPER VEIN MESSAGE: PAPER MESSAGE: TRASH MESSAGE: BOTTLES & CANS	1.00	EA	676.00	676.00	12/14/2015
2- 1	FREIGHT	1.00	EA	92.00	92.00	01/19/2016

TRASH RECEPTACLE WILL BE ASSEMBLED AT FLC MAIN CAMPUS AND DELIVERED TO RANCHO CORDOVA CENTER.

01-19-16 ADD PO LINE 2 FOR FREIGHT IN THE AMOUNT OF \$92.00 PER J HARMAN. NEW PO TOTAL \$768.00 - SR

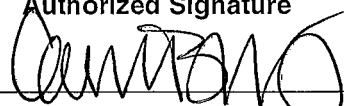
DO NOT SEND TO VENDOR

Sub Total Amount	768.00
Sales Tax Amount	0.00
Total PO Amount	768.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
COPFD	6490	41	FL.VA.NEQP	67700	80922	053C	768.00	2016

0003005295KIRKLINK23-NOV-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.

From: [Harman, Joany](#)
To: [Rouiller, Suzanne](#)
Cc: [Haney, Brenda](#)
Subject: FW: Fibrex Order Confirmation # 9782
Date: Friday, January 15, 2016 4:01:26 PM
Attachments: [Sales Order # 9782.PDF](#)
[RE Please RESPOND Fibrex Order Confirmation # 9782.msg](#)
Importance: Low

Hi Suzy,
Per attached email approval from Kathleen, please add the freight line to the PO.
Thanks,
Joany

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

From: Suzanne Leenders [<mailto:suzanne@fibrexgroup.com>]
Sent: Friday, January 15, 2016 8:39 AM
To: Haney, Brenda; Rouiller, Suzanne; Harman, Joany
Cc: Ruben Leenders
Subject: *SPAM?* Fibrex Order Confirmation # 9782
Importance: Low

<<Sales Order # 9782.PDF>> Good morning ladies,

Attached is your order confirmation for PO #0003016541. We've added the shipping cost for your reference also since it wasn't included on the PO.

Please advise a delivery contact & phone number for the ship to address. Your order should be able to ship out w/in the next 2 weeks. We will advise tracking info when that is available.

Thank you so much for your order!

Suzanne Leenders | The Fibrex Group Inc.
Fibrex Group, Inc. - 4165 Pruden Blvd - Bldg 2, Suffolk | VA 23434 Phone 1-800-346-4458 x103 | Fax 757-925-1372 Suzanne@fibrexgroup.com | www.fibrexgroup.com | www.playmart.com
* Work * Play * Recycle

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0003016541

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

11/5 Open

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date 01/13/2016	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 3005295 RAINES C ROUILLER S	Location / Dept 04RCC CUSTODAN	

Supplier: 0000037057
 FIBREX GROUP INC
 4165 PRUDEN BLVD BLDG 2
 SUFFOLK VA 23434

Phone: (800) 346-4458
Fax: (757) 925-1732

email: ruben@fibrexgroup.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	Use Tax Applcable:	Y	Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
				1- 1	RECEPTACLE #BPW-20PC 1 EACH 4-7/8" DIAMETER HOLE (33.3% CAPACITY); 1 EACH 2.5 x 9.5" SLOT (33.3% CAPACITY) AND 1 EACH 7" DIAMETER HOLE (33.3% CAPACITY) COLOR: COPPER VEIN MESSAGE: PAPER MESSAGE: TRASH MESSAGE: BOTTLES & CANS	1.00	EA	676.00	676.00	12/14/2015

TRASH RECEPTACLE WILL BE ASSEMBLED AT FLC MAIN CAMPUS AND DELIVERED TO RANCHO CORDOVA CENTER.

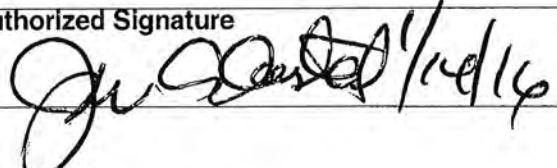
Sub Total Amount	676.00
Sales Tax Amount	0.00
Total PO Amount	676.00

<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>
COPFD	6490	41	FL.VA.NEOP	67700	80922	053C	676.00	2016

0003005295KIRKLINK23-NOV-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.

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 MISCELLANEOUS

 ***** CA 95825
 United States

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

Business Unit: COPFD OPEN	
Req ID: 0003005295	Date: 11/23/2015
Page: 1	
Requisition Name: FIBREX TRASH CAN	
Requester Christopher Raines	Bldg# CUSTODAN
Requester Signature	
Buyer: Suzanne Rouiller	
Approved:	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BPW-20PC 1 EACH 4-7/8" DIAM HOLE (33.3% CAPACITY), 1 EA 2.5X9.5" SLOT (33.3% CAPACITY AND 1 EA 7" DIA HOLE (33.3% CAPACITY) COLOR: COPPER VEIN MESSAGE: PAPER MESSAGE: TRASH MESSAGE: ALUMINUM CANS GLASS & PLASTIC BOTTLES	1	EA	676.00	676.00	12/14/2015

ASSET DEPT: CUSTODAN LOCATION: 04RCC CATEGORY: EQU:OTHER 1 PROFILE: EQP:OTHER

Total Requisition Amount: 676.00

TAX \$54.08
 PO TOTAL \$730.08

BACK UP DOCUMENTATION FORWARDED TO BUSINESS OFFICE

NEW VENDOR: WWW.FIBREXGROUP.COM

<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	6490	41	FL.VA.NEQP	67700	80922	053C	676.00

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
---------------------------	---------------------------	---------------------------



LOS RIOS
COMMUNITY COLLEGE DISTRICT
 1919 Spanos Court ■ Sacramento, CA 95825
 PURCHASING DEPARTMENT (916) 568-3071
 Fax (916)568-3145 ■ lrccdpurchase@losrios.edu

VENDOR APPLICATION

Return signed completed form to Purchasing via fax or email.

NAME: _____

NAME OF FIRM The Fibrex Group, Inc.		FEDERAL ID# OR SOCIAL SECURITY # 54-1836758	
MAILING ADDRESS 4165 Pruden Blvd, Bldg 2 Suffolk, VA 23434		REMIT ADDRESS (if different) same	
PHONE 800.346.4458	FAX 757-925-1732	EMAIL ruben@fibrexgroup.com	

			ORGANIZATION/REGISTRATION (Check all that apply)	
			Individual	Contractor License# _____
AUTHORIZED COMPANY REPRESENTATIVES			Partnership	DIR Registration# _____
Name	Title/Capacity	Email	Non Profit	_____
Ruben Leenders	President	Ruben@fibrexgroup.com	Corporation (List State Incorporated)	_____
Suzanne Leenders	Vice President	Suzanne@fibrexgroup.com X VA	Is business registered in the State of California? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

PROVIDE LIST OF COMMODITIES, EQUIPMENT, SUPPLIES and/or SERVICES AVAILABLE TO THE DISTRICT		
Recycling & trash receptacles		
Recycled content park benches		
Recycled content picnic tables		

VENDOR CERTIFICATION		OTHER BUSINESS INFORMATION	
I certify that all statements contained herein are correct. I understand that this information will be used as a basis for evaluating my request to receive bid invitations for purchases. I understand that being placed on the qualified vendor bid list does not in any way represent an endorsement of my firm by Los Rios, nor does it relieve my firm of providing bonds and insurances as required. I further agree to disclose any known or potential conflicts of interest relating to my business and Los Rios. I understand the requirements for fulfilling and invoicing orders. I further certify this firm is an equal opportunity employer. _____ INITIALS		Payment Terms	Discounts Extended
		Net 30 days	15%
		Refund/Returns	custom products are non-returnable
			PRESIDENT 1-13-16
		SIGNATURE	TITLE DATE

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. The Fibrex Group, Inc.	
	2 Business name/disregarded entity name, if different from above.	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 4165 Pruden Blvd, Bldg #2	Requester's name and address (optional) Los Rios Community College District 1919 Spanos Court Sacramento, CA 95825
	6 City, state, and ZIP code Suffolk, VA 23434	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>													-	-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>										
OR																									
Employer identification number																									
5	4	-	1	8	3	6	7	5	8																

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Stypanne Leenders</i>	Date ▶ <i>1/13/14</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

From: [Ruben Leenders](#)
To: [Harman, Joany](#)
Cc: [Suzanne Leenders](#)
Subject: *SPAM?* RE: Do you accept Purchase Orders?
Date: Wednesday, November 25, 2015 6:37:02 AM
Attachments: [image002.png](#)
[image003.png](#)
Importance: Low

Good Morning Joany,

We do accept purchase orders from educational institutions. I'll have the vendor packet completed asap.

Best regards,

Ruben Leenders | The Fibrex Group Inc.
Fibrex Recycling Containers – 4165 Pruden Blvd – Bldg 2, Suffolk | VA 23434 |
Phone 1-800-346-4458 ext 102 | Cell 757-469-5872 | Fax 757-925-1372
www.fibrexgroup.com | Ruben@fibrexgroup.com

• Work • Play • Recycle

*****Meet the new Revolve Recycler!!***



From: Harman, Joany [mailto:harmanj@flc.losrios.edu]
Sent: Tuesday, November 24, 2015 2:54 PM
To: Ruben Leenders
Subject: Do you accept Purchase Orders?

Hello,

Do you accept purchase orders from educational institutions? If so, we would like to establish you as a new vendor with Los Rios Community College District. In order to do that, we need you to complete our [New Vendor Packet](#). If you do not accept purchase orders, please let me know that.

Thank you,

Joany Harman

Joany Harman | Business Services Supervisor

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

p. 916.608.6622 | **f.** 916.608-6553 | harmanj@flc.losrios.edu | www.flc.losrios.edu



Finish Info: SA = Satin Aluminum (silver)

BE = Satin Brass (gold)

PC = Powder Coated (w/ or w/o SA or BE top)



PRODUCT NAME	CODE	OPENING TYPE	CAPACITY (Gal)	HEIGHT (In)	DIA. (In)	WEIGHT (Lbs)	PRICE
RecyclePro2 for PAPER, BOTTLES & CANS etc.							
PC-2032PC		2" X 12" slot w/ 5.5" dia. hole	33	31	20	48	\$621.00
PC-2032SA		2" X 12" slot w/ 5.5" dia. hole	33	31	20	48	\$739.00
PC-2032BE		2" X 12" slot w/ 5.5" dia. hole	33	31	20	48	\$788.00
RecyclePro2 for BOTTLES & CANS, GLASS, etc.							
BC-2032PC		2 ea. 5.5" dia. holes	33	31	20	48	\$621.00
BC-2032SA		2 ea. 5.5" dia. holes	33	31	20	48	\$739.00
BC-2032BE		2 ea. 5.5" dia. holes	33	31	20	48	\$788.00
RecyclePro2 for PAPER, CANS and WASTE							
MT-2032PC		2" X 12" slot w/ 5.5" dia. center hole and 5.5" X 12" half-round hole	33	31	20	48	\$621.00
MT-2032SA		2" X 12" slot w/ 5.5" dia. center hole and 5.5" X 12" half-round hole	33	31	20	48	\$739.00
MT-2032BE		2" X 12" slot w/ 5.5" dia. center hole and 5.5" X 12" half-round hole	33	31	20	48	\$788.00
RecyclePro2 for BOTTLES & CANS and WASTE							
BW-2032PC		1 ea. 4-7/8" dia holes and 1 ea. 7" dia. hole	33	31	20	48	\$621.00
BW-2032SA		1 ea. 4-7/8" dia holes and 1 ea. 7" dia. hole	33	31	20	48	\$739.00
BW-2032BE		1 ea. 4-7/8" dia holes and 1 ea. 7" dia. hole	33	31	20	48	\$788.00
RECYCLEPRO3 - TRIPLE PURPOSE RECEPTACLES							
RecyclePro3 for BOTTLES, CANS and 1 slot for PAPER							
BCP-20PC		2 ea. 4-7/8" dia. holes (ea. 25% capacity) and 1 ea. 2" X 12" slot (50% capacity)	33	31	20	48	\$676.00
BCP-20SA		2 ea. 4-7/8" dia. holes (ea. 25% capacity) and 1 ea. 2" X 12" slot (50% capacity)	33	31	20	48	\$788.00
BCP-20BE		2 ea. 4-7/8" dia. holes (ea. 25% capacity) and 1 ea. 2" X 12" slot (50% capacity)	33	31	20	48	\$833.00
RecyclePro3 for BOTTLES, CANS and half-round hole for WASTE							
BCT-20PC		2 ea. 4-7/8" dia. holes (ea. 25% capacity) and 1 ea. 5.5" X 12" half round hole (50% capacity)	33	31	20	48	\$676.00
BCT-20SA		2 ea. 4-7/8" dia. holes (ea. 25% capacity) and 1 ea. 5.5" X 12" half round hole (50% capacity)	33	31	20	48	\$788.00
BCT-20BE		2 ea. 4-7/8" dia. holes (ea. 25% capacity) and 1 ea. 5.5" X 12" half round hole (50% capacity)	33	31	20	48	\$833.00
RecyclePro3 for BOTTLES, CANS, etc.							
BCB-20PC		3 ea. 4-7/8" dia holes (each 33.3% capacity)	33	31	20	48	\$676.00
BCB-20SA		3 ea. 4-7/8" dia holes (each 33.3% capacity)	33	31	20	48	\$788.00
BCB-20BE		3 ea. 4-7/8" dia holes (each 33.3% capacity)	33	31	20	48	\$833.00
RecyclePro3 for BOTTLES, CANS, PAPER and WASTE							
BPW-20PC		1 ea. 4-7/8" dia hole (33.3% capacity), 1 ea. 2.5" X 9.5" slot (33.3% capacity) and 1 ea. 7" dia. hole (33.3% capacity)	33	31	20	48	\$676.00
BPW-20SA		1 ea. 4-7/8" dia hole (33.3% capacity), 1 ea. 2.5" X 9.5" slot (33.3% capacity) and 1 ea. 7" dia. hole (33.3% capacity)	33	31	20	48	\$788.00
BPW-20BE		1 ea. 4-7/8" dia hole (33.3% capacity), 1 ea. 2.5" X 9.5" slot (33.3% capacity) and 1 ea. 7" dia. hole (33.3% capacity)	33	31	20	48	\$833.00
RecyclePro3 for BOTTLES, CANS, and WASTE							
BCW-20PC		2 ea. 4-7/8" dia. hole (ea. 25% capacity) and 1 ea. 7" dia. hole (50% capacity)	33	31	20	48	\$676.00
BCW-20SA		2 ea. 4-7/8" dia. hole (ea. 25% capacity) and 1 ea. 7" dia. hole (50% capacity)	33	31	20	48	\$788.00
BCW-20BE		2 ea. 4-7/8" dia. hole (ea. 25% capacity) and 1 ea. 7" dia. hole (50% capacity)	33	31	20	48	\$833.00

RecyclePro Customization Options



2 Metal Finishes

Metal Finish SA Satin Aluminum	Metal Finish BE Satin Brass
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29 Designer Powder Coat Finishes

GB Brass	GC Chromes	HG Hunter Green	BY Burgundy	EB Espresso Brown	SD Statuary Bronze	BK Satin Black	TP Taupe	BL Midnight Blue	WH White
SN Sand	GR Gray	SG Slate Gray	BV Bronze Vein	SV Silver Vein	NK Nickel	CV Copper Vein	HGB Hi Gloss Black	BM Blue Marble	DS Dust
PW Pewter	GM Green Marble	SM Silver Marble	AC Aged Copper	GT Green Titanium	LB Light Bronze	CB Copper Bronze	TC Terra Cotta	SY Safety Yellow	

Available Messages

WASTE	PAPER	BOTTLES	Sign Here & CANS	CANS	NEWSPAPER	GLASS	PLASTIC	RECYCLE	
MIXED PAPER	GLASS PLASTIC ALUMINUM	BOTTLES CANS PAPER	COMPOST	PAPER PLASTIC ALUMINUM	BOTTLES CANS PAPER	TRASH	COMPOSTABLE	Sign Here	ALUMINUM PLASTIC
RECYCLING	MIXED RECYCLING	RETURNABLE BOTTLES & CANS	BOTTLES & CANS ONLY	ALUMINUM CANS GLASS & PLASTIC BOTTLES	Sign Here		WASTE AND GLASS	RECYCLE ONLY - NO TRASH	

Features:

- Made with between 30% and 70% recycled content
- Styles and finishes for every facility
- All-metal fire safe construction
- 20 designer finishes and 2 metal finishes
- Unique design maximizes efficient use of space
- Manufactured in USA
- Indoor/Outdoor all weather construction
- Custom finish combinations available
- Engineered for durability
- Custom silk screened messages and logos
- Sizes of 12", 15" and 20" diameter
- Capacities ranging from 12-41 gallons
- Optional outdoor canopy tops available
- Optional designer decorative bands available



Fibrex Group Inc, 4165 Pruden Blvd, Suffolk, VA 23434 - www.fibrexgroup.com
 Toll free: 1-800-346-4458 - Fax 1-800-444-8380 - E-mail: ruben@fibrexgroup.com



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RecyclePro3 - Multi Purpose

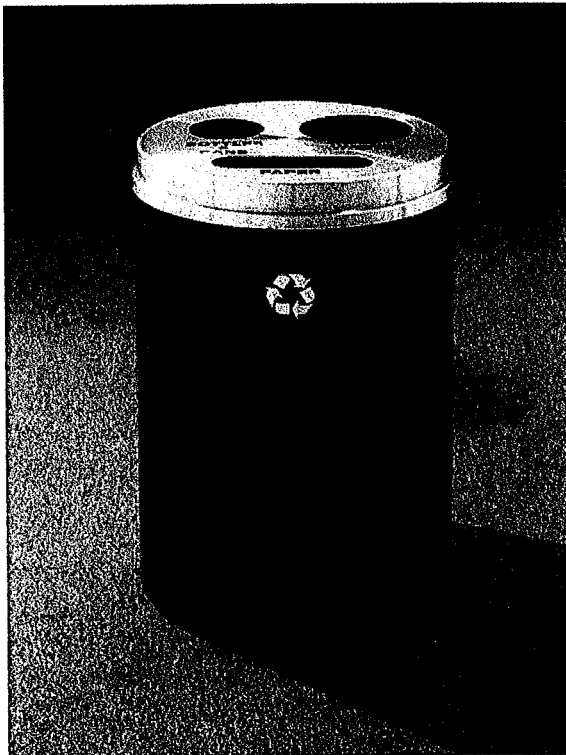
We are pleased to introduce our new RecyclePro Recycling Receptacles! Never before has it been so simple to supply your facility with attractive and functional metal recycling receptacles.

Our RecyclePro Recycling Receptacles are fabricated with fire-proof aluminum or steel, making them ideal for every location. Every part of these recycling receptacles is constructed with recycled metals in the U.S.A.

RecyclePro3 for BOTTLES, PAPER and WASTE

Product Code: BPW-20

Where Are the Prices?



Description

Supplied with heavy gauge, seamless, hand-spun aluminum covers, the RecyclePro Recycling Receptacles are durable as well as handsome. Choose from our selection of shapes for each recycling hole on each cover, allowing the RecyclePro to conveniently sort the recyclables in a way that is best suited for your facility.

RecyclePro Recycling Receptacles have covers and bodies that are silk screened with clear messages and logos that look professional and last indefinitely. We allow you to choose the message/logo you want for each opening of our recycling receptacles. Custom messages and corporate/government logos are easily prepared to customize your RecyclePro Recycling Receptacles for a minimal set-up fee.

These smartly designed recycling receptacles are already a favorite of commercial designers and purchasing agents across the country. Make RecyclePro Recycling Receptacles your preferred collection choice!

Features

Recycle-Pro3 Cover Choices


Cover Openings for Recycle-Pro3 Triple Purpose Receptacles

Liner Bags


Clear Poly Liner Bags(2 mil thick) for RecyclePro Value Recycling Receptacles

Size of the bag	Contents	Actual Weights
18.5" x 36"	Case of 100 bags	10
23" x 36"	Case of 100 bags	12
31" x 36"	Case of 100 bags	15

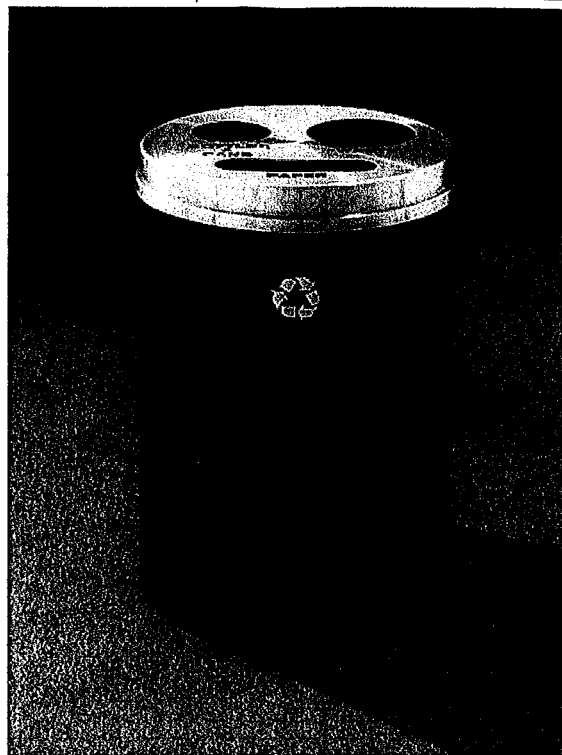
waste



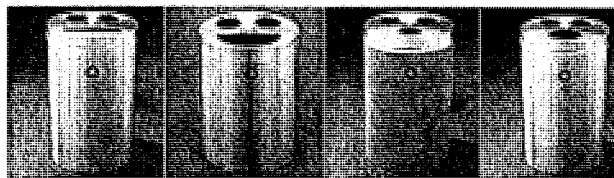
Bottles cans



Paper



Other Available Designs



Lid Type

From: [Suzanne Leenders](#)
To: [Harman, Joany](#); [Ruben Leenders](#)
Cc: [Rouiller, Suzanne](#); [Haney, Brenda](#)
Subject: *SPAM?* RE: New Vendor Packet Needed
Date: Wednesday, January 13, 2016 7:51:31 AM
Attachments: [image004.png](#)
[image005.png](#)
[FibrexGroupVendorApp.pdf](#)
[FibrexGroupW9.pdf](#)
Importance: Low

Good morning Joany,

Please find attached the completed vendor paperwork & W9 for The Fibrex Group, Inc. Apologies for not getting this to you earlier! It must have fallen through the cracks during our busy holiday season.

We are a Virginia corporation and are not registered in the state of California. As such, we are not required to collect or pay sales tax outside for our customers of the Commonwealth of Virginia.

Should you have any questions or require further information please let either Ruben or myself know.

Thank you,

Suzanne Leenders | The Fibrex Group Inc.
Fibrex Group, Inc. – 4165 Pruden Blvd – Bldg 2, Suffolk | VA 23434
Phone 1-800-346-4458 x103 | Fax 757-925-1372
Suzanne@fibrexgroup.com | www.fibrexgroup.com | www.playmart.com
• Work • Play • Recycle

****Meet the new Revolve Recycler!!****



From: Harman, Joany [mailto:harmanj@flc.losrios.edu]
Sent: Tuesday, January 12, 2016 2:55 PM
To: Ruben Leenders
Cc: Suzanne Leenders; Rouiller, Suzanne; Haney, Brenda
Subject: New Vendor Packet Needed
Importance: High

We have never received your vendor packet and cannot dispatch our purchase order to you without

it. Here is the link to our [New Vendor Packet](#). If you do not feel you can complete the paperwork and forward as requested, please reply all and let us know so that we can find a new vendor.

Thank you,

Joany Harman

Joany Harman | Business Services Supervisor

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

p. 916.608.6622 | **f.** 916.608-6553 | harmanj@flc.losrios.edu | www.flc.losrios.edu

From: Ruben Leenders [<mailto:ruben@fibrexgroup.com>]

Sent: Wednesday, November 25, 2015 6:37 AM

To: Harman, Joany

Cc: Suzanne Leenders

Subject: *SPAM?* RE: Do you accept Purchase Orders?

Importance: Low

Good Morning Joany,

We do accept purchase orders from educational institutions. I'll have the vendor packet completed asap.

Best regards,

Ruben Leenders | The Fibrex Group Inc.

Fibrex Recycling Containers – 4165 Pruden Blvd – Bldg 2, Suffolk | VA 23434 |

Phone 1-800-346-4458 ext 102 | Cell 757-469-5872 | Fax 757-925-1372

www.fibrexgroup.com | Ruben@fibrexgroup.com

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****Meet the new Revolve Recycler!!**



From: Harman, Joany [<mailto:harmanj@flc.losrios.edu>]

Sent: Tuesday, November 24, 2015 2:54 PM

To: Ruben Leenders

Subject: Do you accept Purchase Orders?

Hello,

Do you accept purchase orders from educational institutions? If so, we would like to establish you as a new vendor with Los Rios Community College District. In order to do that, we need you to complete our [New Vendor Packet](#). If you do not accept purchase orders, please let me know that.

Thank you,

A handwritten signature in cursive script that reads "Joany Harman".

Joany Harman | Business Services Supervisor

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

p. 916.608.6622 | **f.** 916.608-6553 | harmanj@flc.losrios.edu | www.flc.losrios.edu