LOS RIOS COMMUNITY COLLEGE DISTRICT

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

PLEASE

PURCHASE ORDER NO 0003016568 CHANGE ORDER

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		ND FINANCE					RECEIVING			
		VERSITY BL					6699 CAMPUS D PLACERVILLE C			
	DEOMO						United States			
	Phone:	(800) 247-17	787				1010.0			
	Fax:	(515) 271-84	402			Bill To:	1919 Spanos Co Sacramento CA 9			
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PERQU	OTE# 12-03	-2015-02								2
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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.

UAI Vending, Inc. & Inland Finance Company 90 Day Terms Quote / Order Form

~ ບ

	Sellers Information				Issue Purchase Order to: Inland Finanace (for UAI Vending, Inc.)						
<u> </u>	UAI Vending, Inc. Office: 866-883-6348				Inland Finance Office: 800 247-1787						
	12285 Elf Owl Lane Fax: 951-601-6782 Moreno Valley, CA 92555 ray@uaivending.com				8040 University Blvd. Fax: 515 271-8402						
	Worcho	Valley, CA 92.	Bill To	Tayloguary	enuing.cor	<u>n</u>	Des Moines, IA 50325				
			Community Folsom Lake		strict			El Dorado		er Campus	
			Business Na				· · · · · · · · · · · · · · · · · · ·	B	usiness Na	me	
			1919 Spano		-			6699 (-	s Drive	
		Soor	Address	·····		05925		DI '11	Address		
			City		CA	95825 Zip Code		Placerville	;		
		Purch	sing / Buyer	s Informati	on				ontact I	nformation	
									hleen G		
			Name				·		Name		
							910	5 608-6772		916 6	08-6576
		Phone			Fax		Of	fice / Cell		F	ax
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2. Subje assigns	ect to Ap the right	proval - If the a to pull credit i	bove sale is a tim	e sale or net ter	ms, the sale	e agreement is	subject to the appr	oval of the Buyer by	the selle	r or assigns and bu	yer gives seller or
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			12-03-2015	-01			Seller	's Signature		D٤	
	Cust	omer PO#:						<u> </u>	<u>nail: r</u>	ay@uaiven	ding.com
					Qu	ote ex	pires : Ja	anuary 20	, 20	16	

Haney, Brenda

From:Kirklin, KathleenSent:Monday, December 21, 2015 4:35 PMTo:Rouiller, SuzanneCc:Guzzi, Kathleen; Vander Werf, Wenda; Aasted, Jon; Haney, BrendaSubject:Change to Requisition 0003005308, 0003005306Attachments:El Dorado opt 2.xls; R Cordova opt 2.xls

Importance:

High

Hi Suzie,

I need your help. The above-referenced requisitions need to be revised. Inland Finance (for UAI Vending, Inc.) has revised the their quotes for the Test Form Vending Machine we are purchasing for EDC and RCC. The revised quotes are attached. I am unable to cancel these requisitions or make any changes. The new unit price is \$7,395 for each machine. The price reduction is the result of choosing the PayRange option to process credit card purchases. There is no need to build in the CC acceptor feature since credit transactions will be done via a cell phone app that students can set up.

The PayRange purchase order will be issued through the Bookstore. The Bookstore is also responsible for establishing maintenance agreements for the two machines.

I also noticed that the ship to address for RCC is incorrect on requisition 0003005308. The correct ship to address is 10259 Folsom Blvd., Rancho Cordova 95670.

Thank you.

Kathleen

FOLSOM LAKE COLLEGE

Kathleen Kirklin | Vice President, Administration

DM Folsom Lake College | 10 College Parkway | Folsom, CA 95630 E p. 916.608.6733 | f. 916.608.6584 | <u>kathleen.kirklin@flc.losrios.edu</u> | <u>www.flc.losrios.edu</u>

From: Ray Cumplido [mailto:ray@uaivending.com] Sent: Monday, December 21, 2015 3:47 PM To: Vander Werf, Wenda <VanderW@flc.losrios.edu> Cc: Guzzi, Kathleen <GuzziK@flc.losrios.edu>; Kirklin, Kathleen <KirkliK@flc.losrios.edu> Subject: FW: Quote and options - Folsom Lake Importance: High

Here you go

Ray

From: Ray Cumplido [mailto:ray@uaivending.com]
Sent: Thursday, December 03, 2015 8:10 AM
To: 'Kirklin, Kathleen'; 'Guzzi, Kathleen'
Cc: 'VERONICK Laneisa'
Subject: Quote and options - Folsom Lake
Importance: High

Option 1

Test form machines with card swipe credit card readers installed at the factory.

• Requires one time setup fee, and monthly fee, and transaction fees, customer will pay directly to NAYAX

Option 2

- Customer may order direct from supplier (PayRange)
- Simple plug in device allows users to purchase from any smart phone
- No card swipe, smart phone driven
- The device use the smart phone signal, eliminating the need for monthly connection fee

Both systems are 100% PCI compliant

For all questions regarding PayRange, please contact mark

Mark Bentley

Director of Customer Success C: (760) 207-6673 mark.bentley@payrange.com

Ray Cumplido UAI Vending, Inc 951 906 2425

_ Information from ESET Smart Security, version of virus signature database 12665 (20151203)

The message was checked by ESET Smart Security.

http://www.eset.com

Information from ESET Smart Security, version of virus signature database 12758 (20151221)

The message was checked by ESET Smart Security.

http://www.eset.com

Information from ESET Smart Security, version of virus signature database 12758 (20151221)

2

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0003016568

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

PLEASE SEE REVERSE SIDE FOR TERMS

(800) 247-1787 (515) 271-8402

Supplier: 0000036999 **UAI VENDING INC** c/o INLAND FINANCE 8040 UNIVERSITY BLVD DES MOINES IA 50325

Date	Revision	Page
12/15/2015		1
Payment Term	s Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		Location / Dept
3005306 WERF	W ROUILLER S	04EDCB117 BKSTORE
. F 1 F Бііі То: 1 S	RECEIVING 0 COLLEGE PARKW/ OLSOM CA 95630-67 Inited States 919 Spanos Court Gacramento CA 95825	AY '98
	12/15/2015 Payment Term NET 30 Reference: 3005306 WERF Ship To: F 1 F 1 Bill To: 1 S	12/15/2015 Payment Terms Freight Terms NET 30 Shipping Point Reference: 3005306 WERF W ROUILLER S Ship To: FOLSOM LAKE COLLE RECEIVING 10 COLLEGE PARKW. FOLSOM CA 95630-67 United States

Tax Exempt?	Ν	
Line-Sch		Item/Des

Phone:

Fax: email:

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	VENDING MACHINE TEST FORMS, STANDARD 3 SIDED GRAPHICS, CONFIGURED TO ACCEPT BILLS, COINS, CREDIT CARDS	1.00EA	7,395.00	7,395.00	01/04/2016

PER QUOTE# 11-04-2015-02

NOTE TO VENDOR: MERCHANT SERVICES WILL BE PROVIDED BY PAYRANGE INC.

Sub Total Amount	7,395.00
Sales Tax Amount	591.60
Total PO Amount	7,986.60

BO	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	
COPFD	6490	41	FL.VA.PROJ	69100	00201	051E	7

0003005306KIRKLINK09-DEC-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.

<u>Amount</u>

,986.60

BYear

2016

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	12/11/10

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 <u>PURCHASE ORDER TERMS AND CONDITIONS</u>

- 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.
- TRANSPORTATION CHARGES: Invoices for prepaid transportation charges must be supported by original receipted expense bills.
 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.
- NOTICE: Your employees <u>may</u> 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 <u>may</u> 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.

		Requisiti	Enc
Supplier	MISCELLANEOUS ***** ***** CA 95825 United States		Business Unit:COPFDOPENReq ID:DatePa000300530612/07/2015Requisition Name:
Ship To:	RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798		UAI VENDING - BKSTR TEST FORMS Requester Bldg# Wenda Vander Werf BKSTOF Requester Signature Buyer: Suzanne Rouiller
			Approved:
Line-Schd	Description		Quantity UOM Price Extended Amt Due I
1-1	TEST FORM VENDING MA STANDARD 3 SIDED GRAI CONFIGURED TO ACCEPT CREDIT CARDS	PHICS	1 EA 7,395.00 7,395.00 12/21
ASSET DE	PT: BKSTORE LOCATION:	04EDCB117 CATE	GORY: EQUIP 1 PROFILE: EQP:OTHER
			Total Requisition Amount: 7,395.00
866.883.6348 951.601.6782	WL LANE LLEY, CA 92555 9 OFFICE 2 FAX		
	S, IA 50325 OFFICE		
SEE QUOTE TAX \$554.63 PO TOTAL \$			
	<u>ct</u> <u>Fd</u> <u>Org</u> <u>Prog</u> <u>5</u> 190 41 FL.VA.PROJ 69100 0	<u>Sub</u> <u>Proj</u> 00201 051E	<u>Amount</u> 7,395.00
	Purchases Charged to Catago	orical Programs, Gr	ants or Special Project.
1			
This purc	hase is in compliance with t		
	hase is in compliance with t s/special projects		
For grant			
For grant	s/special projects		
For grant	s/special projects		

Approval Signature	Approval Signature	Approval Signature		

DATE: December 9, 2015

TO: Purchasing

Spatilen FROM: Kathleen Kirklin, VPA - Folsom Lake College

To better serve students, the college is purchasing two student test form vending machines.

The preferred supplier is Inland Finance (for UAI Vending, Inc.). We have chosen this vendor over VendTek Wholesale Equipment because the UAI machines because the shelving can be adjusted. Having adjustable shelves gives the Bookstore more flexibility in stocking various package sizes.

Vendtek requires that we send the items we want to stock and then they will customize the machine to those specific package sizes. The machine shelving cannot be adjusted.

We were not able to locate a third supplier could not be located.

College Bookstore Vending

Page 1 of 2



Exclusive Distributor Of The College Bookstore Vending Machine

Setting a new standard of excellence in the vending industry!

Designed for the college community!



The College Bookstore & Convenience Center Vending Machines let you improve student service and reduce store hours. After hours sales can significantly increase your sales volume without increasing staff hours. Specifically designed to vend: Testing Forms, Blue Books, Pens, Pencils, Highlighters, Diskettes, CD's, Batteries, Notepads, Playing Cards, Ear-Plugs, Cough Drops, Lighters, Lip Balm, Tissues, Shaving Products, Eye Care Items and much, much more.

These machines can be your satellite stores - and they'll work 24/7 for you! Contact Us

Toll-Free 1-866-883-6348 FAX: 951-601-6782

Supply Vendor Scantron Vendor Test Form Vendor Convenience Center Customized Technology Contact Us Security Traditional Testimonials Articles The Factory

Test Form Vendor

Page 1 of 1



Exclusive Distributor Of The College Bookstore Vending Machine

Setting a new standard of excellence in the vending industry!

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Test form Features

 I-Vend - State-of-the-art laser technology to help eliminate refunds.

Adjustable Shelves to accommodate ever changing product.

• Upgraded currency systems that include: 4-Tube coin mechanisms that will accept nickels, dimes, quarters and dollar coins, a Bill validator that accepts \$1, \$5, \$10 & \$20 dollar bills. Screens all bill denominations for counterfeit currency.

• Control board records the total number of sales and cash vended through the machine. "A great security feature".

• Your logo can be beautifully displayed with an "etched glass" look. (Optional)

Discounts available for members

Test form vendor specifications

- · Factory warranties include 1-year coverage on all parts.
- · Control Board can accommodate card readers for campus/credit card use.
- · Test Vendor; selections: 22, capacity: 519 items.

TEST FORMS

- · Machine size: 72" high, 41" wide, 36" deep. Weight: 615 lbs.
- · Optional online technology, inventory & reporting.

Contact Us

Toll-Free 1-866-883-6348 FAX: 951-601-6782

UAI Vending, Inc.

Home Supply Vendor Scantron Vendor Test Form Vendor Convenience Center Customized Technology Contact Us Security Traditional Testimonials Articles The Factory



Exclusive Distributor Of The College Bookstore Vending Machine

Setting a new standard of excellence in the vending industry!

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Supply Features

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Screens all bill denominations for counterfeit currency.

• Control board records the total number of sales and cash vended through the machine. "A great security feature".

• Your logo can be beautifully displayed with an "etched glass" look. (Optional)

Discounts available for members

Supply vendor specifications

- · Factory warranties include 1-year coverage on all parts.
- · Control Board can accommodate card readers for campus/credit card use.
- · Supply Vendor selections:32, capacity: 771 items.
- · Machine size: 72" high, 41" wide, 36" deep. Weight: 615 lbs.
- · Optional online technology, inventory & reporting.

Contact Us

Toll-Free 1-866-883-6348 FAX: 951-601-6782

UAI Vending, Inc.

UAI Vending, Inc. & Inland Finance Company 90 Day Terms Quote / Order Form

Sellers Information					Issue Purchase Order to: Inland Finanace (for UAI Vending, Inc					
	UAI Vending, Inc. Office: 866-883-6348						Inland Finance Office: 800 247-1787			
12285 Elf Owl Lane Fax: 951-601-6782 Moreno Valley, CA 92555 ray@uaivending.com					8040 University Blvd. Fax: 515 271-8402			8402		
	vioreno	Valley, CA 9255	5 Bill To	ray@uaiv	renaing.c	iom	Des Moines, 1A 50325			
Los Rio Community College District Folsom Lake College				El Dorado Center Campus						
-		1	Business Nat 919 Spanos					Business Na 6699 Campu		
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-								Kathleen G		-
			Name					Name		
							916 60	8-6772	916 608	-6576
		Phone			Fax		Office	/ Cell	Far	6
								GuzziK@flc.los	rios.edu	
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		Way	Des M		-		FORM	90 Days	from delivery o	late
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Qty	UOM			Desc	ription	1		Unit	Extebded	ones un
1	ea		n Vending l lard 3 sided			-	accept bills, card	7,395.00	7,395.00	554.63
1	ea	Freight (with	in the contigu	os United S	States, d	oes not inclu	ude stairs)	450.00	450.00	33.75
1	ea	Freight (with	in the contigu	os United S	States, d	oes not inclu	ude stairs)	(450.00)	(450.00)	(33.75)
								Subtotal	7,395.00	
This	s is a	custom o	rder and r	nay not	be ca	ncelled.	1	Sales Tax	1	554.63
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carrier. necessa nanufa The ma ny oth	Your lo iry buyer icturer's inufactur ier contin	cal agent should r will allow manu products, non-av rer shall not be lia ngencies beyond	be requested to no facturer reasonab ailability of parts able for delays oc the control of the	ote on the freig le time to repl or other caus casioned by re manufacturer.	ght bill an lace the da e. eason of s . Once m	y discrepancy, amaged machin trikes, lockouts achines are ship	n the transportation compa which enables you to reco es. The buyer realizes that , fires, accidents, labor sto sped all sales are final.	wer on any legal claims. I t shipment may be back o pppage, failure of usual sc	f the return of the ma rdered due to the grea surces of supplies and	chines is t demand for the materials, or for
A. Mus Comp		ed by person aut	norized to Bind b	ayer. Buyer at	thorizes s	signed faxed co	py as binding agreement.	Make Check paya	ble to Inland Fir	ance
ASSIG	NMENT ng agree	ment and the equ		hereby and ce	rtifies that		transfer to Inland Finan therein are true and that sa			
							Phone #			
							Fax #			
Buyer's Authorizing Signature Date					D & B #					
Title	:						Fed Tax ID #			
	_	resentative:	Ray Cumpl	ido			Paul P	umplida	December	3 2015
		Date:	December	3, 2015			Ray C		Detember	5, 2015
	U	Al Quote #:	11-04-2015	5-02			Seller's S	Signature	Date	•
	Cus	tomer PO#:						Email:	ray@uaivend	ing.com
					Ç	uote e	xpires : Jan	uary 20, 20	16	

Book Store Vendor

Equipment Quote

Approx. Shepping \$ 300. - 500. Per machine



A

Equipment Make, Model & Features:

Crane Merchandising Systems GPL, Model 180 Merchandiser

- Dollar bill acceptor for 1's and 5's.
- Coin acceptor for quarters, dimes, nickels and now dollar coins.
- Guaranteed delivery system with the new "posivend" technology.
- · Full multi-pricing capability, from .05 to \$ 99.95 .
- Standard capacity vends is 6 shelves with 32 items, although changes when configured for specialty items. Could range from 20 items to 60.
- Total capacity can be from 200 items to 800 items.
- Computer allows for full auditing of product sales.
- Storage in bottom of machine for excess items.

Dimensions: 32.8 " D x 37.8 " W x 72" H Electrical requirements- 115V; 60 Hz; 3 amperes Credit card Option Add- \$ 360.00

Individual unit:

\$ 4,895.00 or \$ 155.00 lease, 48 months (plus factory freight)

OR

Crane Merchandising Systems GPL, Model 181 Merchandiser

- Dollar bill acceptor for 1's and 5's.
- · Coin acceptor for quarters, dimes, nickels and now dollar coins.
- · Guaranteed delivery system with the new "posivend" technology.
- Full multi-pricing capability, from .05 to \$ 99.95.
- Standard capacity is 6 shelves with 48 items, although changes when configured for specialty items. Could range from 30 items to 72 items.
- Total capacity can be from 300 items to 1,100 items
- Computer allows for full auditing of product sales.
- Storage in bottom of machine for excess items.

Dimensions: 32.8 " D x 43.5 " W x 72" H Electrical requirements- 115V; 60 Hz; 3 amperes Credit card Option Add- \$ 360.00

Individual unit:

\$ 5,295.00 or \$ 170.00 lease, 48 months, (plus factory freight)



Pricing Includes:

 Pricing includes "custom modification" of new purchased equipment to accommodate unique product items and mix.

Customization: Customized fronts with colors / mascots / various options exist- price varies with extent of detail.

Warranty: Two year parts

Service: Most service calls can be accommodated over the phone with our toll free tech support line, however if a call has to be made on location the rates will vary by geographic area, typically \$ 85.00 for the call, \$ 75.00 per hour.

Placement Concerns: The machine can be flush to the back wall, with the exception of the electrical cord. Which extends out by 1/4 inch, and/or the electrical outlet may be directly behind the machine. The machine door requires no extra room on either side to swing open when filling.

Security: For security we recommend bolting the machines to the rear and/or side walls so the machines cannot be rocked back and forth. The machines are very sturdy and in most cases would only allow a vandal to break the glass front to steal the merchandise inside. The money, coin mechanism and electronics are secured behind a steel casing so that a vandal smashing the glass front cannot access them without extreme difficulty.

Shipping: Shipping within 4 weeks of Purchase Order, and specifications or samples of product mix.

Configuration: The items considering to be vended would be collected prior to installation and custom fit in the machine. Items would be tested for near 100 % vend capability. We would notify you of any vending difficulties.

Optional Products To Be Vended:

Pens Pencils Scantrons 3 x 5 Cards Pocket Folders Non Spiral Notebooks Aspirin Tissue Chapstick

- Computer Discs Disk Cases Report Covers 4 x 6 cards Memo Notebooks Highlighter Tums/Tylenol Super Glue Batteries
- Drafting Paper Pencil Lead Compass Dusting Brush Sand Paddle Drafting tape Triangles



Guzzi, Kathleen

Tom St. Germain <tomst@vendtek.com></tomst@vendtek.com>
Monday, December 07, 2015 10:30 AM
Guzzi, Kathleen
RE: Book Vendor

Hi Kathleen,

Here are your answers to your questions.

The cashless system is set up through USA Technologies. They are 100% PCI compliant. The cashless transactions are done via cellular technology. The charges related to the cashless are \$ 7.95 per month for the cellular connection and 5.95% for the processing. USA Technologies is the largest cashless merchant for vending with over 10,000 machines in the field. The deposits are transferred daily into your account direct from them. The paperwork for set up is all done through them. We only handle the hardware of the reader itself. Below is the contact for USA Technologies if you wanted to speak directly to them, however you do not need to as we facilitate the processing once you provide us an order.

Scott Larkin

Director of Sales - US Midwest Region / Canada USA Technologies, Inc. 262-617-0221 <u>slarkin@usatech.com</u>

As for the capacity of the machine it will vary with the size of the products. Once we get the products we will customize the machine to maximize the capacity, while minimizing the frequency of replenishment. The machine typically offers about 35 items as some are larger and will take up several coil spots. You can send what items you want, but then tag certain items as priority items you definitely want in the machine and we will use those first for set up and then use the other ones if there is any room is left in the machine.

Please let me know if this helps answer your questions or if you have any more. Thanks,

Tom St.Germain VendTek Wholesale Equipment, Inc. 248-669-2646 ext 107 tomst@vendtek.com www.vendtek.com www.specialtyvendingsystems.com



From: Guzzi, Kathleen [mailto:GuzziK@flc.losrios.edu] Sent: Monday, December 07, 2015 10:33 AM To: 'Tom St. Germain' Subject: RE: Book Vendor

Thank you for getting back to me with the quote. I do have another question, we are looking for a machine that is just for test materials (scantrons, blue books etc.). Can this machine be modified and if so would there be an additional charge?

Thanks so much,



From: Tom St. Germain [<u>mailto:tomst@vendtek.com</u>] Sent: Sunday, December 06, 2015 8:59 AM To: Guzzi, Kathleen Subject: Book Vendor

Hello Kathy,

Thank you for your inquiry into our college book store vendor that is able to vend various supplies from a college book store. Please see attached and confirm receipt of this email. If you have any questions please reach out. The machine as quoted is set up for cash, if you wish to have it take cashless or your school card these are both options.

Tom St.Germain VendTek Wholesale Equipment, Inc. 248-669-2646 ext 107 tomst@vendtek.com www.vendtek.com www.specialtyvendingsystems.com





American River College ■ Cosumnes River College ■ Folsom Lake College ■ Sacramento City College

COMM 1919 Span PURCHASII Fax (916)56	OS RIO UNITY COLLEGE D os Court = Sacramento, NG DEPARTMENT (916) 8-3145 = Irccdpurchase@I	DISTRICT CA 95825 568-3071	Retu	rn signed cor NAME:	npleted form to Purc <u>RiAy Cur</u> CIAL SECURITY #	ICATION chasing via fax or email.
UAI VENDIN MAILING ADDRESS	GINC		REMIT AD	-		632290 -
12285 ELF OWL	MORENOU LN CA 925	ALLEY 55				
PHONE 951900	62425 FAX 951	60167	82	EMAIL	RAYQUATVO	ENDING. COM
WEBSITE COLLEGE	BOOKSTOLEVENDI	wh.com	24		ORGANIZATION/ (Check all t Individual	
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VENDOR CER	and the second s		C	THER BUS	INESS INFORMA	rion
I certify that all statements con understand that this information evaluating my request to receive understand that being placed on th	will be used as a basis for bid invitations for purchases. I	Paymer Net S	nt Terms		Discounts	Extended

LOS RIOS PURCHASING ONLY: www.losrios.edu/purchasing

Form	W-9
(Rev. De	ecember 2014)
	ent of the Treasury Revenue Service

Request for Taxpayer Identification Number and Certification

	1 Name (as shown on your income tax return), Name is required on this line; do not leave this line blank. UAI VENDING, INC											
ge 2.	2 Business name/disregarded entity name, if different from above											
Print or type c Instructions on page	Individual/sole promiser or C. Comparation R. S. Comparation Restored and Restore			r E	rtai stru em cem	n en etior pt pa ption (if a	tities ayee n from ny)	not page code n FA	indiv e 3): (if an TCA	idual y) repoi	ting	
P See Specific		uester's	nam	e and	add	dres	s (opt	tional)			
	7 List account number(s) here (optional)											-
Pa	rt I Taxpayer Identification Number (TIN)											
back reside	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid up withholding. For individuals, this is generally your social security number (SSN). However, for a ent alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i> on page 3.	or	cial s	securi	-	uml	ber	-				
	. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for	En	nploy	er Ide	ntif	licat	ion n	umb	er			
guide	lines on whose number to enter.	7	7	-	0	6	3	2	2	9	0	
Par	t II Certification		-	-			-		-		-	-
	r penalties of perjury, I certify that:	-			-		-	-				-

- 1. 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
- 3. I am a U.S. citizen or other U.S. person (defined below); and

4. 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 ►	P.a.	Inclut.	Date > 12-3-2015	
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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 (TIN), 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:

1. Certify that the ΠN you are giving is correct (or you are waiting for a number to be issued).

2. Certify that you are not subject to backup withholding, or

3. 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

4. Certify that FATCA code(s) entered on th	his 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.	and a set of the set of the set of the

590

_	payee completes this form and submits it to the withholding agent. Tholding Agent (Type or print)	
Nam		
	YCUMPLIDO	
Pay Nam		SSN or ITIN FEIN CA Corp no. CA SOS file no
	I VENDING, INC.	2638052
	ess (apl./ste., room, PO Box, or PMB no.)	
_	285 ELF OWL LANE (If you have a foreign address, see instructions.)	State ZIP Code
	RENO VALLEY	CA 92555
Exe	mption Reason	
	eck only one reason box below that applies to the payee.	tion from the California income tax withholding
By	checking the appropriate box below, the Payee certifies the reason for the exempt uirements on payment(s) made to the entity or individual.	
	Individuals — Certification of Residency: I am a resident of California and I reside at the address shown above. If I be notify the withholding agent. See instructions for General Information D, Defi	ecome a nonresident at any time, I will promptly finitions.
Ø	Corporations: The corporation has a permanent place of business in California at the addr California Secretary of State (SOS) to do business in California, The corpora corporation ceases to have a permanent place of business in California or c the withholding agent. See instructions for General Information D, Definitions	ress shown above or is qualified through the ation will file a California tax return. If this ceases to do any of the above, I will promptly notify
	Partnerships or limited liability companies (LLCs): The partnership or LLC has a permanent place of business in California at the California SOS, and is subject to the laws of California. The partnership or L or LLC ceases to do any of the above, I will promptly inform the withholding partnership (LLP) is treated like any other partnership.	the address shown above or is registered with the LC will file a California tax return. If the partnershi
	Tax-Exempt Entities: The entity is exempt from tax under California Revenue and Taxation Code (Internal Revenue Code Section 501(c) (insert number). If this entity of the withholding agent. Individuals cannot be tax-exempt entities.	(R&TC) Section 23701 (insert letter) or ceases to be exempt from tax, I will promptly notify
	Insurance Companies, Individual Retirement Arrangements (IRAs), or Qual The entity is an insurance company, IRA, or a federally qualified pension or	lifled Pension/Profit Sharing Plans: profit-sharing plan.
	California Trusts: At least one trustee and one noncontingent beneficiary of the above-named California fiduciary tax return. If the trustee or noncontingent beneficiary beo notify the withholding agent.	I trust is a California resident. The trust will file a comes a nonresident at any time, I will promptly
	Estates — Certification of Residency of Deceased Person: I am the executor of the above-named person's estate or trust. The deceden The estate will file a California fiduciary tax return.	nt was a California resident at the time of death.
	Nonmilitary Spouse of a Military Servicemember: I am a nonmilitary spouse of a military servicemember and I meet the Militar requirements. See instructions for General Information E, MSRRA.	ry Spouse Residency Relief Act (MSRRA)
Und	RTIFICATE OF PAYEE: Payee must complete and sign below. der penalties of perjury, I hereby certify that the information provided in this docum rect. If conditions change, I will promptly notify the withholding agent.	nent is, to the best of my knowledge, true and
Pay	ree's name and title (type or print) RAY CUMPLIDO	Telephone (951)906-2425 Date 12-03-2015
	ree's signature > Pa hypertub	10 00 0015

NATIONWIDE INSURANCE COMPANY OF AMERICA ONE NATIONWIDE PLAZA COLUMBUS, OH 43215-2220

COMMERCIAL GENERAL LIABILITY DECLARATIONS

Policy Number: ACP GLZO 2525974979

Named Insured: UAI VENDING, INC.

Address: 12285 ELF OWL LN MORENO VALLEY

CA 92555-2037

Agent:	Keith Jackson Insurance A	1000	84-05721-008 CSC	
Address:	ROSEVILLE CA	95678	PRODUCER: JOSHUA MACARTHUR FARROW	

Policy Period: From 01/22/15 to 01/22/16 12:01 A.M. standard time at the address of the named insured as stated herein.

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

LIMITS OF INSURANCE

GENERAL AGGREGATE LIMIT (other than products-completed operations) PRODUCTS-COMPLETED OPERATIONS AGGREGATE LIMIT	\$	2,000,000
PERSONAL AND ADVERTISING INJURY LIMIT	\$	2,000,000
EACH OCCURRENCE LIMIT	Š	1.000.000
DAMAGE TO PREMISES RENTED TO YOU LIMIT (any one premises)	\$	100,000
MEDICAL EXPENSE LIMIT (any one person)	\$	5,000

Retroactive Date (CG0002 only)	
The Named Insured is: CORPORATION Business of the Named Insured is: VENDING MACHINE OPERATION Audit Period: ANNUAL	

ENDORSEMENTS ATTACHED TO THIS POLICY

SEE COMMERCIAL GENERAL LIABILITY FORMS AND ENDORSEMENTS SCHEDULE

TOTAL ADVANCE PREMIUM \$ 698.00

Replacement or Renewal Number ACP GLZO 2515974979

Countersigned By

Authorized Representative

GL-D (10-98) DIRECT BILL MACH 14329

INSURED COPY

ACP GLZO 2525974979 934666203 25 0000091

05721 RENEWAL



January 1, 2015

Subject: Sole Source Provider Rationale

To whom it may concern,

We appreciate your interest in our line of Custom College Bookstore Vending Machines. It is our goal to give you the Best customer service possible while providing quality equipment.

UAI Vending, Inc. created and engineered the College Bookstore Vending Machine. To the best of our knowledge, based on extensive research, UAI Vending, Inc. is the only company engineering and distributing customized vending machines designed specifically for the college community bookstores throughout the United States and Canada. The manufacturer was chosen because of its design of user friendly, adjustable and quality equipment, with over seventy-five years experience in the vending industry.

UAI Vending, Inc. has an **exclusive** contract with Avanti Marketing, Inc. to **distribute** the Customized College Bookstore Vending Machines.

- Avanti Marketing, Inc. was established in 1974, has manufactured and distributed vending machines throughout the world. They also have a nationwide network of service entities for infield service and training.
- UAI Vending, Inc. designed and engineered the customized machines. Each machine is manufactured to order per UAI Vending, Inc. specifications. Unique parts were designed and fabricated to ensure college bookstore products vend easily and dependably.
- The manufacturer has agreed to accept orders to manufacture small quantities of customized bookstore vending machines, even as low as one. Although our machines are sole source items, our team's long-term relationship with the manufacturer has enabled us to reasonably price the custom machines. *Most manufacturers will only consider custom orders if quantities are by the hundreds with future commitments.*
- UAI Vending, Inc. and Avanti Marketing, Inc. contract with only the best manufactures to
 insure you receive the best component parts and machines available to satisfy your vending
 requirements.

Integrity is doing what is right when no one is watching

Office: 866 U Vend it (883-6348) Fax: 951-601-6782 E-mail: <u>laneisa@uaivending.com</u> www.collegebookstorevending.com

- Our application is innovative and built with quality. Each machine produced is backed by over sixty years of engineering and manufacturing experience! Our team is unsurpassed in the vending industry for customer service, flexibility, custom designs, meeting production schedules, delivery and installation.
- Our ongoing research confirms, UAI Vending, Inc. is the only vendor providing Customized Bookstore Vending Machines designed to meet the specifications provided by our customers.

Models:

- Our custom configurations consist of: Test Form, Supply and Convenience Vending Machines.
- The machines are manufactured to order and configured
 - By factory trained personnel
 - o Per UAI Vending, Inc. specifications, utilizing parts designed by UAI Vending, Inc.
- Optional features
 - State-of-the-art, real time data management and reporting system with labor saving capabilities
 - Credit card capabilities

New Graphics for 2008:

 The 2008 Test Form and Supply Vending Machines include attractive 3-sided customized graphics.

UAI Vending, Inc. is proud to be the factory's exclusive distributor of customized vending machines for the college community throughout the United States and Canada. This designation comes with great responsibility in the area of dedicated customer service.

It is flattering to find other companies trying to copy our concept. However, it seems they think our unique concept begins and ends with a product. They seem to be blinded by the opportunity to make a buck versus being of service.

The uniqueness of UAI Vending, Inc. goes much deeper than the solutions and products we create for our customers. *Our company philosophy was formed and committed to by each member before we had a product to sell.*

The UAI Vending, Inc. Philosophy is:

 Listen to what the customer wants and needs. Create solutions accordingly to satisfy the customer's requirements.

Integrity is doing what is right when no one is watching

Office: 866 U Vend it (883-6348) Fax: 951-601-6782 E-mail: <u>laneisa@uaivending.com</u> www.collegebookstorevending.com

- Whenever, possible build in flexibility to allow for changes. Thereby extending the service longevity of the item purchased. We want our customer's to get the most value possible for their money.
- o Being of service after the sale.
 - Provide ongoing phone support at no cast. Our customers have access to UAI Vending, Inc. five days a week via our toll free number.
 - Since 2001 our Factory Trained Technician (FTT) has field hundreds of calls asking for support. This service has saved our customer base a great deal of money.
 - For example, a typical service call will cost at range from \$75 \$95 dollars for a technician to show up.
 - Our FTT has been able to resolve about 98% of all issues over the phone.
 - For the rare times a technician is required, Our FTT has been able to determine what parts are required prior to a technician showing up. This allows the repair to be completed in one visit.
- Win-Win Pricing
 - Create win-win scenarios by providing solutions in alignment with customer requirements while making a fair profit. Our research in customized vending machines has revealed.
 - High unit cost due to uniqueness
 - Most manufacturers require a commitment of large quantities and will not consider individual orders of one or two machines.
 - We choose be different
 - UAI Vending, Inc. decided to price its customized machines to be affordable, as if they were a non sole source commodity.

Our research finds UAI Vending, Inc. to be the only company providing the customized Test Form and Supply Vending Machines capable of performing to our specifications with or without the new customized graphics. The input received from our customers verbally and written confirms our dedication to customer satisfaction and support.

For additional information please contact Laneisa Veronick, V.P. toll free at 866 883-6348 or laneisa@uaivending.com

Sincerely, Ray Cumplido, President

Integrity is doing what is right when no one is watching

Office: 866 U Vend it (883-6348) Fax: 951-601-6782 E-mail: <u>laneisa@uaivending.com</u> www.collegebookstorevending.com



Subject: Sole Source Supplement

February 01, 2015

We appreciate the opportunity to provide our customers with "New" customized machines *designed by* UAI Vending, Inc. *and warranted by the manufacturer*.

UAI Vending, Inc. has been providing campuses throughout the United States and Canada with "New" customized machines <u>since 2002</u>. Our customized machines are fabricated by a stateof-the-art manufacturing facility, assembled and tested by factory trained personnel. The manufacturer has been manufacturing and perfecting the design of vending machines for over seventy years.

UAI Vending, Inc does not know of another manufacturer willing to build and support customized vending machines without requiring a large minimum bulk order. Manufacturers usually require a bulk order of at least 100 units.

The manufacturer supports UAI Vending, Inc. exclusively with competitive pricing even though there is no competition.

Beware, if a source offers customized machines similar to UAI Vending, Inc.'s design; it **may not be** "New" equipment direct from a manufacturer. It has been our experience some individuals have tried to propose **used** equipment as **new**; some of which may be out of production. Depending on the age of the equipment, replacement parts may be difficult to obtain or not be available which will severely impact the ability to alter the machine to accommodate changes in the future.

American with Disabilities Act (ADA):

All of UAI's Custom College Bookstore machines are compliant with ADA requirements.

If you have any questions, I may be reached by phone Monday through Friday from 5:00 am to 5:00 pm or at <u>ray@uaivending.com</u>.

Ray Cumplido, President UAI Vending, Inc.

951 906-245

Integrity is doing what is right when no one is watching



American River College Cosumnes River College Folsom Lake College Sacramento City College

VENDOR PACKET

1. REVIEW :

_____Welcome Letter

_____Vendor Application

_____ Contractor Requirements for public works projects including maintenance

_____ Insurance Requirements for vendors providing onsite or contract services

Purchase Order Terms and Conditions

2. COMPLETE AND RETURN:

_____Vendor Application

_____Federal Tax Form W-9

_____ CA Tax Form(s) - 590, 587, 588, 589 as applicable

Insurance Certificate

VENDOR NAME:

Return the following documents via email, mail or fax:

CA Tax Form V W-9 Application Insurance

Email – <u>Irccdpurchase@losrios.edu</u> Mail – 1919 Spanos Court, Sacramento, CA 95825 Fax – (916) 568-3145

LOS RIOS



Dear Vendor:

Welcome! Thank you for your interest in doing business with Los Rios Community College. In accordance with Federal and California state tax laws, backup withholding is required for certain payments to individuals and business entities.

Under section 3406(a)(1)(a) of the Internal Revenue Code, twenty-eight percent (28%) withholding is required on any payments made to individuals or business entities that provide services, unless a valid taxpayer identification number (TIN) is provided. Please complete the IRS Form W-9 and return to us by fax or mail as noted below. Foreign vendors must complete the appropriate IRS Form W-8BEN, W-8IMY, W-8EC1, W-8EXP.

By fax: Attn: Purchasing Department (916) 568-3145 By email: Irccdpurchase@losrios.edu By mail: Attn: Purchasing Department Los Rios Community College District 1919 Spanos Court Sacramento, CA 95825

Under Section 18662 of the California Revenue and Tax Code, seven percent (7%) withholding is required on any payments to non-California individuals or business entities (including corporations) that provide services in California.

If you have a permanent place of business in California or you are qualified to do business through the California Secretary of State, please complete Form 590 – Nonresident Withholding Exemption Certificate. Return the form via fax or mail as noted above.

If you do <u>not</u> have a permanent place of business in California or you are <u>not</u> qualified to do business through the California Secretary of State, please complete Form 587 – Nonresident Withholding Allocation Worksheet. Return the form via fax or mail as noted above.

If you completed Form 587 and want to request a waiver from withholding for the State of California, you must also complete Form 588 – Nonresident Withholding Waiver Request. Return the original form to the Franchise Tax Board to obtain a determination letter. Please forward a copy of the determination letter to us via fax or mail as noted above.

If you completed Form 587 and want to request a <u>reduced</u> waiver from withholding for the State of California, you must also complete Form 589 – Nonresident Reduced Withholding Request. Return the original form to the Franchise Tax Board to obtain a determination letter. Please forward a copy of the determination letter to us via fax or mail as noted above.

If we do not receive the completed IRS Form W-9 and California Form 590 or California Form 587 with a determination letter from the Franchise Tax Board, backup withholding at 28% for the IRS and 7% for the State of California will begin.

Thank you for your immediate attention to this notice. If you have any questions, please call the Purchasing Department at (916) 568-3071.

American River College Communes River College Folsom Lake College Sacramento Ciry College

1919 Spanos Conrt Sacramento, CA 95825 Phone: 916 568-3021 Fax: 916 568-3023 www.losrios.edu

Feb-15





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1949 Spanos Court Sactantento, CA 95825 Phone: 916 568-3021 Fax: 916 568-3023 www.lostics.edu

Contractor Registration Requirements (SB 854)

Senate Bill 854 requires all contractors and subcontractors meet minimum qualification requirements and register with the Department of Industrial Relations (DIR) in order to be eligible to bid and work on public works projects. Public works refers to construction, alteration, demolition, installation, or repair work (including maintenance) done under contract and paid for by public funds.

As of March 1, 2015, only registered contractors and subcontractors will be eligible to bid on public works projects.

A valid DIR registration ID will be required from contractors and subcontractors prior to the award of any contract dated April 1, 2015 or later.

Additional information and the application for DIR registration can be found at http://www.dir.ca.gov/Public-Works/PublicWorks.html



LOS RIOS COMMUNITY COLLEGE DISTRICT 1919 Spanos Court, Sacramento, CA 95825 Phone (916) 568-3071, FAX (916) 568-3145 Purchasing Department

lrccdpurchase@losrios.edu

INSURANCE REQUIREMENT FOR PERFORMING ON-SITE SERVICES FOR THE LOS RIOS COMMUNITY COLLEGE DISTRCT

All insurance policies shall include additional insured (AI) endorsement naming the Los Rios Community College District, its trustees, officers, employees, agents, inspectors, project managers, consultants, sub consultants, their employees, and each of them, as additional insured.

The minimum insurance coverage to be obtained by the Contractor is as follows:

Commercial/Comprehensive General Liability Insurance (Insurance Services Organization, Inc. form GL-00-01, Ed. 11-89 or equivalent); Bodily Injury and Property Damage Liability Insurance for Premises and Operations; Personal Injury for Premises and Operations; Independent Contractors; Incidental Contracts; Contractual Liability; Broad Form Comprehensive General Liability Endorsement (Insurance Services Organization, Inc. form GL-04-04, Ed. 5-81 or equivalent); and Products and Completed Operations which shall be in the amount of not less than a combined single limit of One Million Dollars (\$1,000,000) per occurrence for one or more persons injured and property damaged on an occurrence form insurance policy. The aggregate limit of liability for products and completed operations shall not be less than Three Million Dollars (\$3,000,000) for Type A, Two Million Dollars (\$2,000,000) for Type B and One Million Dollars (\$1,000,000) for Type C. Any combination of General Liability and Excess Liability Coverage can be combined to meet the Aggregate.

Business Automobile Liability Policy Insurance: Protection against loss as a result of liability to others caused by an accident and resulting in bodily injury and/or property damage, arising out of the ownership or use of any automobile (Insurance Serving Organization, Inc. form GA-00-01, Ed. 12-90 or equivalent) the limits of liability shall not be less than One Million Dollars (\$1,000,000) for Type A & B or Five Hundred Thousand Dollars (\$500,000) for Type C combined single limit each accident for bodily injury and property damage combined.

Workers' Compensation and Employers' Liability Insurance: The Contractor shall be a qualified self-insurer or shall carry full Workers' Compensation and Employers' Liability insurance coverage, either through the State Compensation Insurance Fund or a standard approved policy obtained from a licensed insurance carrier for all persons employed, either directly or through subcontractors, in carrying out the work under this Contract in accordance with the "Workers' Compensation and Insurance Act," Division IV thereof. Employers' limits of liability shall be the prevailing statutory limits of liability.

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.

Los Rios Community College District

TYPES OF CONTRACT SERVICE

	Aircraft or Air Charter
	Ambulance Services
	Asbestos Abatement
	Food Services and Catering
-	General Construction Contracts (Plant or Other Facilities)
	Hazardous Waste Services
	International Study Travel Abroad
	Medical Services (including optical and laboratory)
	Professional Services (Accountants, Actuaries, Architects, Attorneys, Engineers, Financial Services, Insurance, Surveyors)
~	Special Events Community Services/Pyrotechnical Displays Transportation Services
	High Voltage Services

Building/Grounds and Maintenance Services:

Building and Grounds Maintenance (Electrical, HVAC, painting, plumbing, roofing, etc.)

Elevator Maintenance

Groundskeepers

Janitor/Custodial

Special Events Community Services

Tree Removal/Trimming

Roadway/Parking Lot Striping

C.

Β.

A.

Repair, Installation, and Independent Contractors Services:

Carpet Installation and Cleaning

Door and Window Services

Floor Installation, Cost Estimators, Schedule Consultants

Facilities Planning Consultants, QA Plan Reviewers

Garage Door Installation, Fence Repairs

Independent services contracts (grants writers, professional speakers, trainers, and

_____ facilitators, report writers, and evaluation/assessment reports)

_____ Information Technology Locksmith Services

_____ EUCRSIIIIII OCIVICES

Shower/Tub and Tile Repair

other: SELLEL OF CUSTOMIZED VENDING MACHINES.