

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 1086493A**

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

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
06/08/2016		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1007885 COOK E SHEWMAKN	04ASPH108	

**Supplier:** 0000024040  
 INTERNATIONAL E-Z UP, INC.  
 1900 SECOND ST  
 NORCO CA 92860

**Phone:** (800) 457-4233  
**Fax:** (800) 810-8775

**email:**

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

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	PYRAMID SI WH FRAME SHLTR, 10X10', KIT, FULL BLEED DIGITAL; TEAL FABRIC - PEAK LOGOS AND EOPS * CARE ON VALANCES	2.00 EA	747.00	1,494.00	06/08/2016
2- 1	SHIPPING	1.00 EA	32.71	32.71	06/08/2016

PER QUOTE# AAAQ199671-01 - KB

ACCOUNT# 0011379

EMAIL PO TO kenbuchholz@ezup.com

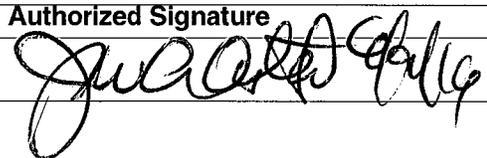
Sub Total Amount	1,526.71
Sales Tax Amount	119.52
Total PO Amount	1,646.23

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VS.EOPS	64300	00000	041X	1,646.23	2016

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**  


Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

**Purchase Order / Change Order Request**  
(One PO per Request)

PO # 0001086493

Request Date: 06/08/16

College/Dept.: FLC/BSO

Vendor Name: EZ-UP DIRECT.COM

**CLOSE PO:** 0001086493 to EZ-UP DIRECT.COM

**RE\_OPEN AS:** 1086493A to VID: 24040 INTERNATIONAL E-Z U P, INC.

**EMAIL NEW SIGNED PO 1086493A TO:** Ken Buchholz at: [KenBuchholz@ezup.com](mailto:KenBuchholz@ezup.com)

REQUESTED BY: FLC BSO - on revised ONLREQ and Vendor Quote (see PDF attachment), and confirmed by vendor email dated 06/07/16.

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001086493**

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

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

*International E-Z-Up*

**Supplier:** 0000010865  
 E-Z UP DIRECT.COM  
 1900 SECOND STREET  
 NORCO CA 92860

**Phone:** (800) 457-4233  
**Fax:** (800) 810-8775

**email:**

<b>Date</b> 04/21/2016	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 1007885 COOK E ROUILLER S	<b>Location / Dept</b> 04ASPH108 EOPS	

**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

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PER QUOTE# AAAQ199671-01 - KB

ACCOUNT# 0011379

<b>Sub Total Amount</b>	1,526.71
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<b>Total PO Amount</b>	1,646.23

BU	Acct	Fd	Org	Proj	Sub	Proj	Amount	BYear
GENFD	4500	12	FL.VS.EOPS	64300	00000	408B	1,646.23	2016

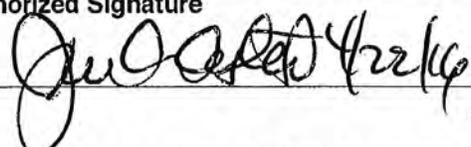
0001007885KIRKLINK18-APR-2016

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<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.

ENTERED  
INS

**Authorized Signature**  


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## 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.

## Purchase Order / Change Order Request

PO # 0001086493

Request Date: 05/12/16

College/Dept.: FLC

Vendor Name E-Z UP DIRECT.COM

Change Budget Information on  All Lines to  
GENFD 4500 11 FL.VS.EOPS 64300 00000 041X

Internal accounting entry only, do not send to vendor

Requested by Libby Cook

# Requisition

Purchasing use VID: 24040 - International EZ Up, Inc 1900 Second St. Norco CA 92860

**Supplier** E-Z UP DIRECT.COM  
2273 LA CROSSE AVENUE #112  
COLTON CA 92324  
United States

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

<b>Business Unit:</b> GENFD		<b>OPEN</b>
Req ID: 0001007885	Date: 04/15/2016	Page 1
Requisition Name: CANOPY/TENT		
Requester: Elizabeth Cook	Bldg# EOPS	
Requester Signature		
Buyer: Suzanne Rouiller		
Approved:		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	PYRAMID SI WH FRAME SHLTR, 10X10', KIT, FULL BLEED DIGITAL (TEAL)	2	EA	747.00	1,494.00	
2-1	SHIPPING	1	EA	32.71	32.71	

Total Requisition Amount: 1,526.71

Add to PO - Quote# AAAQ 199671-01

TAX = \$119.52  
SHIPPING = \$32.71  
TOTAL = \$1646.23

**Purchasing - Omit all comments below from PO .**

E-ZUP IS A PREVIOUSLY USED SUPPLIER W/ LOS RIOS OF 3 QUOTES, E-ZUP WAS THE MIDDLE QUOTED PRICE, REFLECTIVE OF A BETTER PRODUCT THAT WILL LAST MULTIPLE YEARS OF EOPS/CARE OUTREACH.

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	4500	12	FL.VS.EOPS	64300	00000	408B	1,526.71

2016 APR 18 A 7:48  
 FLC BUSINESS SERVICES

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

This purchase is in compliance with the requirement of EOPS

For grants/special projects 408B - Outreach

Name: Libby Cook

Approval Signature 	Approval Signature 	Approval Signature
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**International E-Z UP, Inc.**  
 1900 Second Street  
 Norco, CA 92860  
 Tel: 800-45-SHADE (800-457-4233)  
 Fax: 800-810-8775

**QUOTE**  
 AAAQ199671-01

Date
04/15/16

**Sold To:** Folsom Lake College  
 Libby Cooke  
 10 College Parkway  
 Folsom, CA 95630  
 USA

**Phone:** (916) 608-6635  
**Fax:** +1.916.608.6569

**Ship To:** Folsom Lake College  
 Libby Cooke  
 10 College Parkway  
 Folsom, CA 95630  
 USA

**Phone:** (916) 608-6635  
**Fax:** +1.916.608.6569

In Hand Date	Acct #	Terms	Rep	P.O. Number	Ship Via
5/11/2016	0011379	FULL PREPAID	KBuchholz		FedEx Ground

Qty	Description	Unit Price	Ext. Price
2	Pyramid SI Wh Frame Shltr, 10'x10'(3mx3m), Kit, Full Bleed Digital <i>Teal Fabric--Peak logos and EOPS * CARE on valances</i>	\$747.00	\$1,494.00

SubTotal	\$1,494.00
Sales Tax	\$119.52
Shipping	\$32.71
<b>Total</b>	<b>\$1,646.23</b>

**Quote is valid for 30 days from issue**

**Ken Buchholz**  
 Sales Representative  
 1900 Second Street  
 Norco CA 92860  
 (951) 779-2356



101 Commerce St  
PO Box 320  
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746  
Free Fax: 800-355-5043

<b>Main Address</b> LIBBY COOK FOLSOM LAKE COLLEGE 10 COLLEGE PKWY FOLSOM, CA 95630-6798	<b>Invoice Address</b> Libby Cook Folsom Lake College 10 College Parkway Folsom CA 95630 USA	<b>Shipping Address</b> Libby Cook Folsom Lake College 10 COLLEGE PKWY FOLSOM, CA 95630-6798 USA Tel: 916-608-6721
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<b>Quotation Number:</b> 11984988	<b>Questions Call:</b> John Diener
<b>Quote Date:</b> April 15, 2016	<b>Phone:</b> 877-446-7746 Ext. 8456
<b>Quote Valid Until:</b> May 15, 2016	<b>Fax:</b> 888-285-1881
<b>Account No.:</b> 1418877	<b>Email:</b> jdiener@4imprint.com

<b>Item</b> 10' Premium Event Tent - Full Color	<b>Colors</b> (Tent,Frame): White, Silver
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Qty	Item #	Description	Unit \$	Price \$	Total \$
2	112531-FC	10' Premium Event Tent - Full Color	1,187.0000	2,374.00	2,374.00
1	Set-Up Charge	Set-Up Charge(Per Order Line)	0.0000	0.00	0.00
2	Misc. Charge	Tent Warranty Card	0.0000	0.00	0.00
		Freight		122.64	122.64

**Artwork Instructions**

Product Color (Base, Trim): White,Silver  
Imprint Location: Side Four  
Imprint Colors: Full Color  
Special Instructions: TEAL PMS 314

Imprint Location: Side One  
Imprint Colors: Full Color  
Special Instructions: TEAL PMS 314

Imprint Location: Side Three  
Imprint Colors: Full Color  
Special Instructions: TEAL PMS 314

Imprint Location: Side Two  
Imprint Colors: Full Color  
Special Instructions: TEAL PMS 314

Additional Notes:  
Questions call: John Diener  
Phone: 877-446-7746 Ext 8456  
Email: jdiener@4imprint.com  
Direct Fax: 1-888-285-1881

Shipping and Delivery dates are approximate pending final payment confirmation and art approvals.

Art On File: Please refer to our previous order 10614453L1  
Date: 6/2/2015

**Grand Total** 2,496.64

# 10' PREMIUM EVENT TENT - FULL COLOR

BLEED AREA: 86.5"H x 118.75"W (.25" SIDES/1" BOTTOM)

ITEM LINE: 85"H x 118.25"W

SAFE ZONE: 80.75"H x 115.25"W



877.446.7746

Order# 10614453-1 To: \_\_\_\_\_

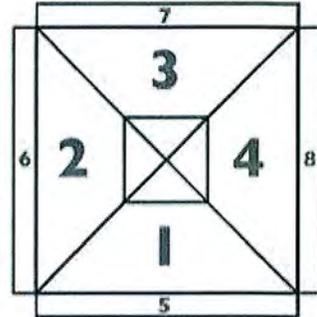
Date: 7-3-15 From: Kimberly Smith x8137

## Art Proof

DOTTED LINE WILL NOT APPEAR ON YOUR IMPRINTED ITEM

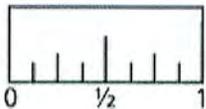
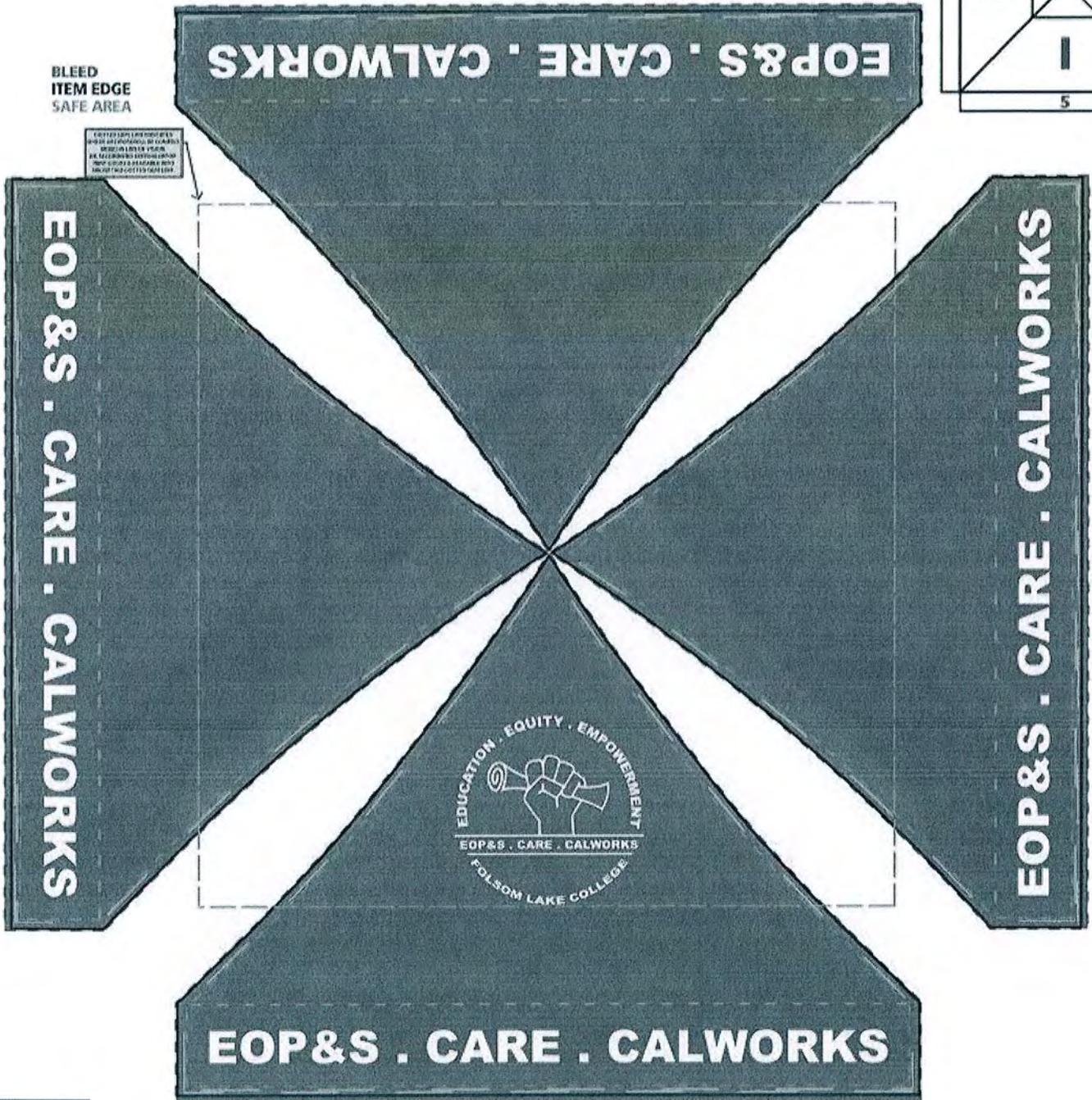
THIS ART PROOF SHOWS THE APPROXIMATE SIZE, COLOR AND PLACEMENT OF YOUR IMPRINT RELATIVE TO THE SIZE OF THE ITEM.

4% OF ACTUAL SIZE



BLEED  
ITEM EDGE  
SAFE AREA

DO NOT PRINT IN THESE AREAS  
OR THE PRINT WILL BE CUT OFF  
OR BLENDED INTO THE BACKGROUND  
OR NOT PRINTED AT ALL



imprint color(s): FULL COLOR  
314 TEAL

Item #112531-FC

Cook, Libby

**From:** eCanopy - Customer Service <cgraphics@ecanopy.com>  
**Sent:** Wednesday, April 13, 2016 1:13 PM  
**To:** Cook, Libby  
**Subject:** [GRAPHICS #BJL-445-19586]: Canopy Custom Graphics Rendering Request - eCanopy

CANOPIES TENTS GARAGE  
CANOPIES AWNINGS TARPS CARPORTS

**Thank you for your interest in our custom canopies. The quote you requested is below.** If this estimate is within your price range for this project, let us know and we will be happy to proceed with getting you a FREE rendering of your canopy so that you can see how it will look once it is produced.

No sales tax and no shipping charges.

ITEM	QUANTITY	SALE PRICE
10X10 DISPLAYSHADE FRAME	1	\$192.00
10X10 PRO TOP	1	\$199.95
Custom Graphics		\$428.40
Estimated Total:		\$820.35
Shipping:		FREE
<b>ESTIMATED GRAND TOTAL:</b>		<b>\$820.35</b>

x 2 384.00  
x 2 399.90  
\$ 546.00  
\$ 1329.90  
FREE  
\$ 1329.90  
tax 106.40  
1436.30

CG QUOTE CODE:L1S1-L2S1

These canopies usually take about two weeks to make. If you need your canopy by a certain date, please let me know so we can work hard to meet your deadline. Expediting fees may be applied with a due date that is less than 10 business days from the time of order.

decreases substantially.

**Select a smaller tent**

Decreasing the size of the tent will decrease the hardware cost and the custom graphics cost.

**Get rid of an accessory or two.**

Accessories such as sidewalls, siderails, and table covers allow you to stand out from the crowd even more, but they do add costs to your hardware and custom graphics totals.

**Downgrade your frame.**

We strongly recommend that you purchase a commercial grade frame if you are going to be using this tent more than just occasionally. However, some cost savings are available if you choose the Displayshade frame.

*Please feel free to give us your budget and we will be happy to try to configure a great looking setup that will fit your budget.*

**Hours of Operation: Monday–Friday 8:30AM–5:30PM CST**



Call us! (800) 445-5611 • [www.eCanopy.com](http://www.eCanopy.com)



Ticket Details

Ticket ID: B JL-445-19586

Department: EC - Custom Graphics

Type: Lead

Status: Closed

Priority: High