

**FOLSOM LAKE COLLEGE**  
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway  
Folsom, CA 95630

**PURCHASE ORDER NO. CBF16049**

FLC FOUNDATION

PO Date: 12/01/2015      Date Required:

Ordered By: SALLY HOWARD      Requisition #: CB38091

VENDOR: DOME PRINTING  
340 COMMERCE CIRCLE  
SACRAMENTO CA 95815  
Email: jmajor@domeprinting.com

SHIP TO: FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

BILL TO: FOLSOM LAKE COLLEGE  
ATTN: BUSINESS SERVICES  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

PH: 800.343.3139      FAX: 916.923.9310

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	Printing Services for Harris Center - 2015 End of Year Mailer	1.00	JOB	\$2,427.000	\$2,427.00
	Printing Services to Include: QTY 6,500 - Letter, Remit Card, #9 Reply Security Envelope, and #10 Standard Window Envelope. <span style="float: right;">+</span>				
	8% Sales/Use Tax for printing supplies 1	1.00		\$194.160	\$194.16
3	Mail Services to Include: Presort, Address and Mail	1.00	JOB	\$456.000	\$456.00
	Folsom Lake College Bulk Mail Permit # 41 to be used for Postage Estimated Cost: \$1,100.00				
	Per attached QUOTE# AHMA-1EKE4ZN 11/17/15				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

EMAIL INVOICE TO:  
Brenda Haney 916.608.6635  
haneyb@flc.losrios.edu

Sub Total

State Tax %

State Tax

Shipping

Total PO Amount

All shipments, invoices, and correspondence must be identified with our Purchase Order Number  
Direct all deliveries and delivery documents to the SHIP TO address.  
Direct all correspondence and invoices to the BILL TO address.  
NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE

*Kathleen Gurkin* 12/2/15

## 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.



# Manufacturing Proposal

800.343.3139 // 340 Commerce Circle, Sacramento, CA 95815 / www.DOMEprinting.com

**PROPOSAL SUBMITTED TO:** Folsom Lake College  
**CONTACT NAME:** Sally Howard

**DATE:** 11/17/2015  
**ISSUE #:** 256611  
**QUOTE ID #:** AHMA-1EKE4ZN

**QUOTE NAME:** 2015 End of Year mailer for the Harris Center.

**DESCRIPTION:** Letter: 4/0 (8.5" x 11" flat) bleeds  
Remit Card: 4/0 (9.25" x 3.875") bleeds  
#9 Remit Security Envelope: Blk/0 no bleed  
#10 Std Window Envelope: Blk/0 no bleed

**FINISHED SIZE:** see desc

**PRE-MEDIA:** CLIENT TO SUPPLY: Native files

**DOMESTIC TO PROVIDE:** Forms and Epsoms

**DESIGN SERVICES:** No

**FLAT SIZE:**

**PRESS:** Letter: 4/0 bleeds  
Remit Card: 4cp / 0 bleed  
#9 Remit Security Envelope: Blk/0 no bleed  
#10 Std Window Envelope: Blk/0 no bleed

**DIGITAL PRINTING:**

**DIGITAL INSTRUCTIONS:**

**PAPER:** Letter: 60# Whitehall opaque offset  
Remit Card: Whitehall 7pt Reply  
Remit Envelope: #9 white wove (Security envelope)  
**FSC:** #10 Std Window Envelope: #24 white wove  
**PCW %:**  
N

**BLEEDS:** See Press Info  
**COVERAGE:** 3 (1 indicates Low, 5 indicates High)  
**CROSSOVERS:** N  
**PRESS CHECK:** N

**BINDERY:** Letter: Trim to size, letter fold.  
Remit Card: Trim to size  
Send to Dome Direct to insert into envelopes.

**MAILING SERVICES:** Presort, address & mail  
**ADDRESS PROOFS:** Inkjet proofs  
**INSERTING:** Insert into an envelope  
**TABBING:** N/A  
**MERGE/PURGE:** Y  
**PACKAGING:** Carton Pack  
**SHIPPING:** Sort and Mail

**MAIL QUANTITY:** 6500  
**MAIL CLASS:** Non-profit  
**MAIL CATEGORY:** Letter  
**MAIL TRACKING:**  
**PERMIT NUMBER:** 41  
**NCOA:** Y

*UPS and FedEx charges, if any, will be billed additionally. Shipping charges in excess of \$500 will be billed COD.*


	Quantity	Price (\$)
Letter	6,500	Price: \$2,427.00 + mail servs \$456.00, Total: \$2,883.00 Postage not included add but estimated \$1,100.00
Remit Card	6,500	
#9 Reply Security Envelope	6,500	
#10 Std Window Envelope	6,500	

**Credit Terms:** Net 30 days

Quoted prices do not include sales tax

The quoted prices are based on current labor and materials costs and are subject to revision due to changes in said costs. All quotations are subject to a review of the final art. If applicable, postage is additional and due prior to mailing. **REMARKS:** Your acceptance of this proposal within 30 days will constitute a valid order to perform the work above. A quotation not accepted within 30 days may be changed. Acceptance of an order is subject to credit approval and contingencies such as fire, water, theft, vandalism, acts of God, and other causes beyond the provider's control. Canceled orders require compensation for incurred costs and related obligations. DOME Printing is not responsible for loss or damage to archived job files after delivery of final product. **TERMS:** Any modifications, alterations or corrections will be charged additionally at the provider's current rates, including all work performed in addition to the original specifications. By signing this proposal, the purchaser agrees to DOME's "Terms and Conditions." If you do not have a current copy of this document, please download at: <http://www.domeprinting.com/termsandconditions.pdf>

**PROPOSAL SUBMITTED BY:** Jeff Major

**PURCHASER'S SIGNATURE:** 

**DATE:** 12/2/15



PLC BUSINESS SERVICES

FOLSOM LAKE COLLEGE  
EL DORADO CENTER | RANCHO CORDOVA CENTER

CHECK ONE

- ASG(71,72)
- College Act. Trust(81)
- Foundation(83)
- IR(13,14)
- Harris Ctr(55)

2015 DEC -1 A 8:27

# CAMPUS-BASED REQUISITION

11/18/15

DATE

VENDOR Dome Printing

REQ. # CBF 38091

ADDRESS \_\_\_\_\_

PO REQUIRED(circle one) YES NO

CITY \_\_\_\_\_

P.O. # CBF 16049

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE REQUIRED \_\_\_\_\_

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Harris Center 2014 appeal	6500			2883
2	2015				
3	Postage TBD				
4					
5	(see 3 attached quotes,				
6	Dome lower)				
7					
8					
9					
10					

**Check Distribution**

Call Student, Hold for pick up # \_\_\_\_\_

Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_

Forward to \_\_\_\_\_

Inter-Campus mail to \_\_\_\_\_

USPS mail

Other \_\_\_\_\_

TBD ->

Sub-Total	
Sales Tax	
Freight	
<b>TOTAL</b>	

Account Name BANFL Bus Unit 1 Account 4501 Fund 183 Department IFL CP.FOVN Program 1709031 Class 0000 Project 16109 Amount \$ \_\_\_\_\_

Account Name \_\_\_\_\_ Bus Unit \_\_\_\_\_ Account \_\_\_\_\_ Fund \_\_\_\_\_ Department \_\_\_\_\_ Program \_\_\_\_\_ Class \_\_\_\_\_ Project \_\_\_\_\_ Amount \$ \_\_\_\_\_

AUTHORIZED Jill Howard  
Club Officer/Requestor

APPROVED Rachel Rosenthal  
Faculty Advisor/Administrator 11/24/15

Business Services Use Only

Budget Checked D Vendor ID 938

Voucher # \_\_\_\_\_ Date \_\_\_\_\_

Warrant # \_\_\_\_\_ Date \_\_\_\_\_

# Commerce Printing

S E R V I C E S

*Service, quality, trust ...we say it in ink.*

To: Sally Howard Harris Center at 3 Stages	From: Kellie Melby
Fax: via email	Page: 1 Page
Phone: 608-6643	Date: November 16, 2015
Description: Quote Request	

Following please find the quote you requested:

#### Estimate #11-072

#### Harris Center End of Year Mailer

Letter 2 Color, 1 Side

Remit Card 2 Color, 1 Side

Return Envelope, 1 Color

#10 Window Envelope for Mailing, 1 Color

Mailing Services (Postage will be billed as line item)

6500 of each

\$4132

#### Summary of Estimate

Printing \$2990

Postage TBD (unable to estimate without mailing list)

Mailing Services \$1142

#### Press Time Available

CA Certified Small Business #3258

Union Print Shop

Please call me if you have any questions.

Thanks!

Kellie Melby



Commerce Printing Services 322 N. 12<sup>th</sup> Street, Sacramento, CA 95814  
(916) 442-8100 Fax (916) 448-2727 E-Mail: [kellie@commerceprinting.com](mailto:kellie@commerceprinting.com)

# APi-marketing

A DIVISION OF AUBURN PRINTERS INC

13020 Earhart Ave. Auburn CA 95602 530-885-9674 (FAX)530-885-6517

Sally Howard  
Harris Center for the Arts att:Kathleen  
Switzer  
10 College Parkway  
Folsom, CA 95630  
Phone: 916-608-6820

11/11/2015

QUOTE# 36981

Salesperson - MERRILL

Thank you for the opportunity to quote you on your printing needs. Below are the prices based on "Print Ready File" supplied. Additional charges or deductions are listed below. Please don't hesitate to call us if you have any questions or corrections to this quote. This Estimate is good for 30 days and does not include sales tax.

6,500	YEAR END APPEAL 2015/STATIC 4/0 LETTER W/ BLACK VARIABLE DATA IMPRINT & FOLD 4/0 LETTER, 8.5 x 11 White 60# A/P Uncoated Offset Smooth, Offset Printed 4 colors front in 4 Color Process ink 1/0 VARIABLE DATA GREETING AND ADDRESSING, 8.5 x 11 Supplied # PrePrinted LETTER Masters , Digitally Printed on 1 side	1,091.10
6,500	#10 WINDOW ENVELOPE, 4.125 x 9.5 White 24# #10 Poly Window Soft Box Wove, Offset Printed 1 color front in PMS ink	467.22
6,500	REMIT CARD, 3.625 x 8.625 White 67# Bristol Vellum, Offset Printed 2 colors front in BLACK & PMS ink	279.62
6,500	#9 REPLY ENVELOPE, 3.875 x 8.875 White 24# #9 AP Regular Env. , Offset Printed 1 color front in BLACK ink	474.22
6,500	INSERT PERSONALIZED LETTER, REMIT CARD AND REPLY ENVELOPE INTO #10 WINDOW ENVELOPE, SORT AND DELIVER TO POST OFFICE	636.49

PRICE IS BASED ON DROPPING AT AUBURN POST OFFICE, ADD'L TO DROP IN FOLSOM \$65.00. POSTAGE  
NOT INCLUDED.  
NON PROFIT POSTAGE IS: \$.147 -.164 EACH

2948.65

Thank You!

Approval \_\_\_\_\_ Date \_\_\_\_\_ Quantity \_\_\_\_\_