#### LOS RIOS COMMUNITY COLLEGE DISTRICT

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.

# **PURCHASE ORDER NO 0001082184**

| Date             | Revision        | Page       |
|------------------|-----------------|------------|
| 07/08/2015       | 2 - 10/14/201   | 6 1        |
| Payment Terms    | Freight Terms   | Ship Via   |
| NET 30 Sh        | ipping Point    | Best Metho |
| Reference:       | Location / Dept |            |
| 1006869 LEWISJ ( | GALLARZOC       | 04RCC7 IT  |

Supplier: 0000018967

TOSHIBA BUSINESS SOLUTIONS 12677 ALCOSTA BLVD STE 100

SAN RAMON CA 94583

Phone:

(888) 417-2000

email:

Ship To:

FOLSOM LAKE COLLEGE

RECEIVING

10 COLLEGE PARKWAY FOLSOM CA 95630 **United States** 

Bill To:

1919 Spanos Court

Sacramento CA 95825-3981

**United States** 

Tax Exempt? N

**Quantity UOM** Line-Sch Item/Description PO Price **Extended Amt Due Date** S/N: C2B214730 - LEASE AGREEMENT FOR 1.00 LOT 1,264.05 05/01/2016 1- 1 1,264.05 TOSHIBA COPIER BUNDLE STUDIO 356, LOCATED AT RCC COMPUTER LAB -04RCC7, 7/MO AT \$140.45 MO RATE (\$130.05 + \$10.40 SALES TAX)

MAINTENANCE AGREEMENT - INCLUDED IN RENTAL PAYMENTS

02/01/12 - 6/30/12 5/MONTHS @ \$153.00/MONTH = \$765.00 PO# 0001065517 - PAID/CLOSED 07/01/12 - 6/30/13 12/MONTHS @ \$153.00/MONTH = \$1,836.00 PO# 0001067966 - PAID/CLOSED

07/01/13 - 6/30/14 12/MONTHS @ \$153.00/MONTH = \$1,836.00 PO# 0001072562 - PAID/CLOSED

07/01/14 - 01/30/15 7/MONTHS @ \$153.00/MONTH = \$1.071.00 PY PO# 0001077348 - PAID/CLOSED

02/01/15 - 06/30/15 5/MONTHS@ \$130.05/MONTH = \$650.25 PY PO# 0001077348 - PAID/CLOSED

07/01/15 - 01/30/16 7/MONTHS@ \$130.05/MONTH = \$910.35 PO#0001082184

TOTAL: RENTAL PAYMENTS 48 MONTHS = \$7,068.60

**RENTAL PAYMENT SUMMARY:** 

36 MONTHS @ \$153.00 = \$5,508 AND 12 MONTHS @ \$130.05 = \$1,560.60

TOTAL 48 MONTHS = \$7,068.60

INCLUDES ALL PARTS, LABOR, SERVICES AND SUPPLIES (INCLUDING GOPRINT CABLES); TRAINING; 15,000 COPIES PER MONTH, OVERAGES @ \$.015 PER MONOCHROME COPY OVER 15,000 PER MONTH. SALES TAX: \$72.83.

ORDER TOTAL: \$983.18.

REFERENCE SACRAMENTO COUNTY RFP #7294 **CONTRACT #WA00025092** 

PRICING BASED ON 36-MONTH TERM RENTAL WITH PAYMENTS OVER 48 MONTHS

**EMAIL PURCHASE ORDER** 

EMAIL ADRRESS: kevin.enzminger@tbs.toshiba.com

10/14/2016 PER J.HARMAN INCREASE LINE 1 BY \$280.87 FOR A NEW PO TOTAL OF \$1,264.05 - NTS

NOTE: INCREASE FOR TWO RENTAL PAYMENT MISSED IN FIRST YEAR OF CONTRACT

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** 

Authorized Signal. on Total PO Amount Page

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

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.

# PURCHASE ORDER NO 0001082184

| Date         | Revision         | Page            |
|--------------|------------------|-----------------|
| 07/08/2015   | 2 - 10/14/201    | 6 2             |
| Payment Tern | ns Freight Terms | Ship Via        |
| NET 30 _     | Shipping Point   | Best Metho      |
| Reference:   |                  | Location / Dept |
| 1006869 LFW  | ISJ GALLARZOC    | 04RCC7 TT       |

Supplier: 0000018967

TOSHIBA BUSINESS SOLUTIONS 12677 ALCOSTA BLVD STE 100

SAN RAMON CA 94583

Phone:

(888) 417-2000

email:

Ship To:

FOLSOM LAKE COLLEGE

RECEIVING

10 COLLEGE PARKWAY FOLSOM CA 95630 **United States** 

Bill To:

1919 Spanos Court

Sacramento CA 95825-3981

**United States** 

Tax Exempt? N

Item/Description Line-Sch

**Quantity UOM** 

PO Price

**Extended Amt** 

**Due Date** 

**Sub Total Amount** Sales Tax Amount **Total PO Amount** 

1,264.05 0.00 1,264.05

GENFD

FL.VA.PAYP

61900 00000

<u>Amount</u> 1,264.05 <u>BYear</u>

0001006869KIRKLINK12-JUN-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.

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** 

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

| Vendor Name TOSHIBA BU     | USINESS SOLUTION        |                 | College/Dept.: FLC 115V |
|----------------------------|-------------------------|-----------------|-------------------------|
| ☐ Increase Blanket Purchas | e Order Line# 1 by      | \$280.87        |                         |
| Add Note to line 1: Increa | ase for two rental payr | nents missed in | first year of contract. |

LOS RIOS COMMUNITY COLLEGE DISTRICT
PURCHASE ORDER NO

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.

0001082184

Page Date Revision 07/08/2015 07/15/2015 Ship Via Freight Terms **Payment Terms** NET 30 Shipping Point Best Metho Location / Dept Reference: 1006869 LEWISJ GALLARZOC 04RCC7 IT

Vendor: 0000018967

TOSHIBA BUSINESS SOLUTIONS 12677 ALCOSTA BLVD STE 100

SAN RAMON CA 94583

Phone:

(888) 417-2000

email:

Ship To:

FOLSOM LAKE COLLEGE

RECEIVING

10 COLLEGE PARKWAY FOLSOM CA 95630 **United States** 

Bill To:

1919 Spanos Court

Sacramento CA 95825-3981

**United States** 

Tax Exempt?

| Line-Sch | Item/Description   | Quantity UOM    | PO Price | ¬Extended Amt | Due Date   |
|----------|--|-----------------|----------|---------------|------------|
| 1- 1     | S/N: C2B214730 - LEASE AGREEMENT FOR                               | 1.00 <b>LOT</b> | 983.18   | 983.18        | 05/01/2016 |
|          | TOSHIBA COPIER BUNDLE STUDIO 356,<br>LOCATED AT RCC COMPUTER LAB - |                 |          |               |            |
|          | 04RCC7, 7/MO AT \$140.45 MO RATE                                   |                 |          |               |            |

MAINTENANCE AGREEMENT - INCLUDED IN RENTAL PAYMENTS

02/01/12 - 6/30/12 5/MONTHS @ \$153.00/MONTH = \$765.00 PO# 0001065517 - PAID/CLOSED

07/01/12 - 6/30/13 12/MONTHS @ \$153.00/MONTH = \$1,836.00 PO# 0001067966 - PAID/CLOSED

07/01/13 - 6/30/14 12/MONTHS @ \$153.00/MONTH = \$1,836.00 PO# 0001072562 - PAID/CLOSED

07/01/14 - 01/30/15 7/MONTHS @ \$153.00/MONTH = \$1,071.00 PY PO# 0001077348 - PAID/CLOSED

02/01/15 - 06/30/15 5/MONTHS@ \$130.05/MONTH = \$650.25 PY PO# 0001077348 - PAID/CLOSED

07/01/15 - 01/30/16 7/MONTHS@ \$130.05/MONTH = \$910.35 PO#0001082184

TOTAL: RENTAL PAYMENTS 48 MONTHS = \$7,068.60

RENTAL PAYMENT SUMMARY:

36 MONTHS @ \$153.00 = \$5,508 AND 12 MONTHS @ \$130.05 = \$1,560.60

TOTAL 48 MONTHS = \$7,068.60

INCLUDES ALL PARTS, LABOR, SERVICES AND SUPPLIES (INCLUDING GOPRINT CABLES); TRAINING; 15,000 COPIES PER MONTH, OVERAGES @ \$.015 PER MONOCHROME COPY OVER 15,000 PER MONTH. SALES TAX: \$72.83.

ORDER TOTAL: \$983.18.

REFERENCE SACRAMENTO COUNTY RFP #7294

CONTRACT #WA00025092

PRICING BASED ON 36-MONTH TERM RENTAL WITH PAYMENTS OVER 48 MONTHS

**EMAIL PURCHASE ORDER** 

EMAIL ADRRESS: kevin.enzminger@tbs.toshiba.com

Sub Total Amount Sales Tax Amount **Total PO Amount** 

983.18 0.00 983.

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

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LOS RIOS COMMUNITY COLLEGE DISTRICT
PURCHASE ORDER NO

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

 07/08/2015
 1 - 07/15/2015
 2

 Payment Terms
 Freight Terms
 Ship Via

 NET 30
 Shipping Point
 Best Metho

 Reference:
 Location / Dept

Vendor: 0000018967

TOSHIBA BUSINESS SOLUTIONS 12677 ALCOSTA BLVD STE 100

SAN RAMON CA 94583

Phone:

(888) 417-2000

email:

Ship To:

FOLSOM LAKE COLLEGE

RECEIVING

1006869 LEWISJ GALLARZOC

10 COLLEGE PARKWAY FOLSOM CA 95630 United States

United Stat

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** 

0001082184

04RCC7 IT

BU GENFD Acct Fd 5601 11

Org FL.VA.PAYP Prog Sub 61900 00000

<u>Proj</u> <u>Amount</u> 041X 983.18

BYear 2016

0001006869KIRKLINK12-JUN-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.

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** 

Authorized Signature
on Total PO

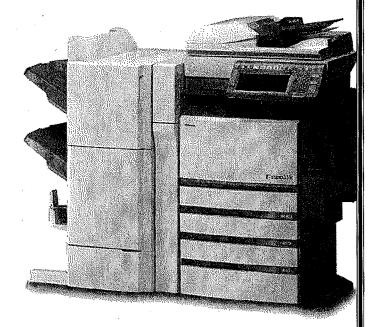
**Amount Page** 

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# Specially Prepared For Folsom Lake College El Dorado Center Library Toshiba e-Studio 356

#### Featuring:

- 35 Copies/Prints per minute
- 100 Sheet Document Feeder
- 2 x 550 Adjustable Drawers
- 2 x 1,250-Sheet Tandem Drawer
- 100 Sheet Bypass
- Wide Screen Touch Control Panel
- Network Print / Scan



Monthly Rental Payment (Months 1 - 36): \$153.00 Monthly Rental Payment (Months 37 - 48): \$130.05

### Maintenance Agreement (Included in Payment):

- All Parts, Labor, Service & Toner
- Training
- 15,000 Copies Per Month
- Overages @ .015 Per Copy Over 15,000 Per Month

Note: Purchase Order must include the following:

Reference Sacramento County RFP #7294 Contract # WA00025092 36-Month Term Rental From: <u>Haney, Brenda</u>

To: Wong, Barbara; Slav, Lyudmila
Cc: Lewis, Jeff; Harman, Joany

Subject: TOSHIBA LEASE\_PO\_0001082184 / RCC / SN: C2B214730 - ES356 Copier & PO\_0001082168 / FLC / SN:

CHG116426 & CPE145244 - ES2540c and ES355se

**Date:** Tuesday, May 17, 2016 2:32:02 PM

Attachments: TOSHIBA Confirmation of Copier Ownership at End of Lease POs - 0001082168, 0001082184.pdf

Toshiba Invoices SN C2B214730 Feb-April 2016.pdf

LEASE 0001082184 TOSHIBA RCC COMP LAB SN C2B214730.pdf

LEASE 0001082168 TOSHIBA FLC PLE & LIBR SN CHG116426 & SN CPE145244.pdf

Importance: High

Hi Barbara –

According to attached Email Confirmation from our Toshiba Sales Rep – Shane Pitto, dated 8/20/15 FLC owns the following copiers at end of the 4<sup>th</sup> Year (48 Payments):

 $PO_0001082184 - SN$ : C2B214730 - ES356 Copier - we should not pay more than 48 Payments on this 4 YR Lease -

- o FY2016 we should pay only 7 Payments July 2015 Jan 2016 \$983.15 which is what PO History shows.
- o Per Lease and email confirmation there is no Buy Out required for this copier at lease end we now own it.
- It is our understanding that the attached Lease invoices for Feb, March and April 2016 should not be paid.

Also covered in attached Email:

PO\_0001082168 - SN: CHG116426 & CPE145244 - ES2540c and ES355se  $\,$  we should not pay more than 48 Payments on this 4 YR Lease  $\,$ 

- o FY2016 we should pay only 3 Payments July Sept 2016 \$983.15 which is what PO History shows.
- o Per Lease and email confirmation there is no Buy Out required for this copier at lease end we now own it.

Thank you,

## Brenda Haney

**Business Services** 

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

🖀 916.608.6635 | 🖂 <u>haneyb@flc.losrios.edu</u>

From: Shane Pitto [mailto:Shane.Pitto@tbs.toshiba.com]

**Sent:** Thursday, August 20, 2015 11:54 AM **To:** Lewis, Jeff < lewisj@flc.losrios.edu>

Subject: RE: Blanket Purchase Orders FLC/EDC FY 2016

Importance: High

Hi Jeff,

Hope all is going well. Sorry for my delayed reply, I was on vacation last week. Please see below details for requested buyout options and monthly / yearly maintenance costs. Attached are NEW REPLACEMENT quotes if you choose to upgrade versus keeping the existing products in place.

Product: ES356

Serial Number: C2B214730

-70-0001082184 (2014 Lease Ends 01/31/16)

PO - 0001082148 (2014 Leane Endo9/30/15)

Buyout: \$0

Note: At the end of the 4<sup>th</sup> year you will own this product. The cost of the monthly maintenance, with same inclusions as existing contract, will be \$75.00 per month (\$900 / Year)

Two Products below are on a GROUP BILL so maintenance cost listed is for both products with a shared allowance.

Product: ES2540c

Serial Number: CHG116426

Product: ES355se

Serial Number: CPE145244

Buyout: \$0

Note: At the end of the 4<sup>th</sup> year you will own this product. The cost of the monthly maintenance, with same inclusions as existing contract, will be \$65.00 per month (\$780 / Year)

Upon review, if you need further information or have questions please let me know.

Have a great day!!

Kind Regards,

#### **Shane Pitto**

State & Local Government Account Manager

**Toshiba Business Solutions** 

1170 National Drive, Suite 60 | Sacramento, CA 95834

Direct: 916-928-2713 | Fax: 916-928-2704

shane.pitto@tbs.toshiba.com

www.tbs.toshiba.com

× ------

From: Lewis, Jeff [mailto:lewisj@flc.losrios.edu]

Sent: Friday, August 07, 2015 6:45 PM

15/16

Requisition

Vendor:

TOSHIBA BUSINESS SOLUTIONS 12677 ALCOSTA BLVD STE 100 SAN RAMON CA 94583

**United States** 

Ship To:

RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798

| NU 00               | 1010801    | 84   |      |
|---------------------|------------|------|------|
| Business Unit:      | GENFD      | OPEN |      |
| Req ID:             | Date       |      | Page |
| 0001006869          | 07/01/2015 |      | 1    |
| Requester           |            | В    | ldg# |
| Jeff Lewis          |            | IT   |      |
| Requester Signature |            |      |      |

Buyer: Christina Gallarzo

| Line-Schd | Description                        | Quantity UOM | Price  | Extended Amt Due Date |
|-----------|------------------------------------|--------------|--------|-----------------------|
| 1-1       | LEASE AGREEMENT FOR TOSHIBA COPIER | 1 EA         | 910.35 | 910.35 07/01/2015     |
|           | BUNDLE STUDIO 356, S/N: C2B214730  |              |        | 220100 0170 112010    |

**Total Requisition Amount:** 

910.35

MAINTENANCE AGREEMENT - INCLUDED IN RENTAL PAYMENTS 02/01/12 - 6/30/12 5/MONTHS @ \$153.00/MONTH = \$765.00 PO# 0001065517 - PAID/CLOSED 07/01/12 - 6/30/13 12/MONTHS @ \$153.00/MONTH = \$1,836.00 PO# 0001067966 - PAID/CLOSED 07/01/13 - 6/30/14 12/MONTHS @ \$153.00/MONTH = \$1,836.00 PO# 0001072562 - PAID/CLOSED 07/01/14 - 01/30/15 7/MONTHS @ \$153.00/MONTH = \$1,071.00 PO# 00/01/15 - 06/30/15 5/MONTHS@ \$130.05/MONTH = \$650.25 02/01/15 - 06/30/15 5/MONTHS@ \$130.05/MONTH = \$650.25 07/01/15 - 01/30/16 7/MONTHS@ \$130.05/MONTH = \$910.35 TOTAL: RENTAL PAYMENTS 48 MONTHS = \$7,068.60

LOCATED AT RCC COMPUTER LAB - 04RCC7

RENTAL PAYMENT SUMMARY: 36 MONTHS @ \$153.00 = \$5,508 AND 12 MONTHS @ \$130.05 = \$1,560.60 TOTAL 48 MONTHS = \$7,068.60

INCLUDES ALL PARTS, LABOR, SERVICES AND SUPPLIES (INCLUDING GOPRINT CABLES); TRAINING; 15,000 COPIES PER MONTH, OVERAGES @ \$.015 PER MONOCHROME COPY OVER 15,000 PER MONTH. SALES TAX: \$72.83. ORDER TOTAL: \$983.18.

REFERENCE SACRAMENTO COUNTY RFP #7294 CONTRACT #WA00025092 PRICING BASED ON 36-MONTH TERM RENTAL WITH PAYMENTS OVER 48 MONTHS

EMAIL PURCHASE ORDER EMAIL ADRRESS: kevin.enzminger@tbs.toshiba.com

<u>Org</u> <u>Prog</u> <u>Proj</u> **Amount** GENFD FL.VA.PAYP 61900 00000 041X 910.35

× Apponed 6/11

Approval Signature

Approval Signature

**Approval Signature** 

To: Shane Pitto

Subject: RE: Blanket Purchase Orders FLC/EDC FY 2016

Hey Shane. According to my business office we need to gather information on buyout options and compare that to replacing them with new leases. Can you get me quotes on replacement machine leases (4 years like before) as well as a buyout quote as well as the yearly maintenance to go along with that buyout option.

Thanks!

From: Shane Pitto [mailto:Shane.Pitto@tbs.toshiba.com]

Sent: Wednesday, July 22, 2015 10:42 AM To: Lewis, Jeff < lewisj@flc.losrios.edu>

Subject: RE: Blanket Purchase Orders FLC/EDC FY 2016

Importance: High

Good Morning Jeff,

Please see attached quote to extend the ES2540c and ES355se GROUP contract through 6-30-2016.

Upon review, if you need further details or support please let me know.

Have a great day!

#### Shane Pitto

State & Local Government Account Manager

**Toshiba Business Solutions** 

1170 National Drive, Suite 60 | Sacramento, CA 95834

Direct: 916-928-2713 | Fax: 916-928-2704

shane.pitto@tbs.toshiba.com

www.tbs.toshiba.com



From: Lewis, Jeff [mailto:lewisj@flc.losrios.edu]

Sent: Tuesday, July 21, 2015 1:45 PM

To: Shane Pitto

Subject: RE: Blanket Purchase Orders FLC/EDC FY 2016

Hey Shane. Here is the requisition. Christina will be sending the PO soon. Can I get a new quote to

extend it through June?

From: Gallarzo, Christina

Sent: Tuesday, July 21, 2015 10:15 AM

To: TOSHIBA (shane.pitto@tbs.toshiba.com) <shane.pitto@tbs.toshiba.com>

Cc: Lewis, Jeff < lewisj@flc.losrios.edu>

Subject: FW: Blanket Purchase Orders FLC/EDC FY 2016

Importance: High

Good Morning Shane,

Attached you will find the fiscal year 2016 blanket purchase orders for the Folsom Lake and El Dorado Center Campuses. I attempted to send the documents to a POC cited on the requisitions, but they were returned undeliverable. Please process accordingly or route to Kevin (if necessary). I do ask if you route for any reason that you include me on distribution so I may update the notes in the purchase orders. Regards, Christina

Christina Gallarzo

Los Rios Community College District Office: (916) 568–3072, Fax (916) 568–3145

From: Gallarzo, Christina

**Sent:** Tuesday, July 21, 2015 9:08 AM **To:** 'kevin.enzminger@tbs.toshiba.com'

Subject: Blanket Purchase Orders FLC/EDC FY 2016

Good Morning Kevin,

Attached you will find the blanket purchase orders for FY 16 replacing the expired FY 15 BPO's for the Folsom Lake and El Dorado Center Campuses. Please confirm successful receipt and processing of the attached scanned copies.

Kindest Regards,

Christina

Christina Gallarzo

Los Rios Community College District Office: (916) 568–3072, Fax (916) 568–3145

This message (and any attached files) is secret, confidential and proprietary and is intended solely for specific addressee(s). If the reader of this message is not the intended recipient, please notify the sender immediately by reply email and delete it and all backup copies immediately.

#### Haney, Brenda

Rendering Action from ITSV

From:

Lewis, Jeff

Sent:

Thursday, August 20, 2015 6:25 PM

To: Cc: Kirklin, Kathleen Haney, Brenda

Subject:

**TOSHIBA LEASES ENDING 2015** 

Attachments:

image004.jpg; image003.jpg; image003.jpg

This looks like a good deal to me. I bet I can lower the cost on the 356. I think it's the EDC library.

Jeff

Begin forwarded message:

From: Shane Pitto <Shane.Pitto@tbs.toshiba.com>

**Date:** August 20, 2015 at 2:09:05 PM PDT **To:** "Lewis, Jeff" < lewisj@flc.losrios.edu>

Subject: RE: Blanket Purchase Orders FLC/EDC FY 2016

Hi Jeff,

Correct, both maintenance costs cover all parts, labor, supplies and preventative maintenance kits. The \$65 charge is for BOTH products combined. It is a bit lower than the ES356 due to the allowance is less. The ES356 has an allowance of 15,000 per month and the ES2504c / ES355se have a "shared" allowance of 10,000 per month.

Hope that helps. Let me know if I can assist further.

Best Regards,

#### **Shane Pitto**

State & Local Government Account Manager

**Toshiba Business Solutions** 

1170 National Drive, Suite 60 | Sacramento, CA 95834

Direct: 916-928-2713 | Fax: 916-928-2704

shane.pitto@tbs.toshiba.com

www.tbs.toshiba.com



From: Lewis, Jeff [mailto:lewisj@flc.losrios.edu]
Sent: Thursday, August 20, 2015 1:51 PM

To: Shane Pitto

Subject: FW: Blanket Purchase Orders FLC/EDC FY 2016

Importance: High

Thanks Shane, so the \$75/month maintenance on the ES365 covers all repairs, parts and toner? And the maintenance on the ES2540c and ES355se combined is only \$65/month, or is that for each?

From: Harman, Joany

To: Slav, Lyudmila; Haney, Brenda; Wong, Barbara

Cc: Kimberly.Cope@tbs.toshiba.com; Lewis, Jeff; Barnes, Kathy

Subject: RE: TOSHIBA LEASE\_PO\_0001082184 / RCC / SN: C2B214730 - ES356 Copier & PO\_0001082168 / FLC / SN:

CHG116426 & CPE145244 - ES2540c and ES355se

**Date:** Thursday, July 21, 2016 11:58:03 AM

Attachments: image005.png image007.png

Importance: High

I spoke with Kim at Toshiba and the following has been concluded:

#### 1. Regarding RCC lease:

- a. Only 46 months have been paid on the lease, so the last two invoices 12538485 and 12625538 are still due. \$280.90 needs to be accrued against budget line GENFD 5601 11 FL.VA.PAYP 61900 00000 2016 041X and FY16 PO 0001082184, which has a remaining encumbrance of .03, will need to be increased by \$280.87 in order to pay the invoices.
- b. Invoices 12712307, 12773629, and 12837128 for April, May, and June should be credited in their entirety for \$140.45 each.
- c. If it is determined that a maintenance agreement should be in place, months of April, May, and June will be re-billed for maintenance only on a PO set up for this purpose.

#### 2. Regarding FLC Lease:

- a. All 48 lease payments have been made as of the September 2015 invoice.
- b. Invoices 12245296, 12315639, 12389134, 12468091, 12539386, 12623386, 12682614, 12762958, and 12843631 for October 2015 through June 2016 were for lease payments and overages and all invoices have been paid. These payments as billed and paid were in error as lease had ended.
- c. If it is determined that a maintenance agreement should be in place, then amount paid on these invoices toward lease minus the maintenance and overages charges will be credited. If no maintenance is set up, then entire amount of all invoices listed in B should be credited for \$2,711.48.

Jeff and Kathy – I am including you on this email string as you all will need to determine the whether or not to continue on with the maintenance agreements referenced in both 1C and 2C above. All of these machines are pay-for-print.

Thank you,

Joany Harman | Business Services Supervisor

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

**p.** 916.608.6622 | **f.** 916.608-6553 | <u>harmanj@flc.losrios.edu</u> | <u>www.flc.losrios.edu</u>

From: Slav, Lyudmila

Joany Harman

**Sent:** Thursday, July 21, 2016 8:43 AM

To: Haney, Brenda

**Cc:** Harman, Joany; Kimberly.Cope@tbs.toshiba.com

Subject: FW: TOSHIBA LEASE\_PO\_0001082184 / RCC / SN: C2B214730 - ES356 Copier &

PO\_0001082168 / FLC / SN: CHG116426 & CPE145244 - ES2540c and ES355se

#### Hi Brenda/Joany,

Can you please take a look into attached spreadsheet which shows the payment history for all 51 months. Vendor credited April, May and June but no credit for February and March. According to the spreadsheet 48<sup>th</sup> month is through March 2016. Please let me know if this information is correct and if we need to pay for February and March.

Thanks, Lyudmila

From: Wong, Barbara

Sent: Friday, June 10, 2016 5:02 PM

To: Slav, Lyudmila

Cc: Kimberly.Cope@tbs.toshiba.com

Subject: FW: TOSHIBA LEASE\_PO\_0001082184 / RCC / SN: C2B214730 - ES356 Copier &

PO\_0001082168 / FLC / SN: CHG116426 & CPE145244 - ES2540c and ES355se

Lyumila, please review this and let me know if credits will offset invoices you have. Let me know if you need any help. Thanks.

#### Barbara Wong

From: Kimberly.Cope@tbs.toshiba.com [mailto:Kimberly.Cope@tbs.toshiba.com]

**Sent:** Friday, June 10, 2016 4:02 PM

To: Wong, Barbara

Subject: Fw: TOSHIBA LEASE\_PO\_0001082184 / RCC / SN: C2B214730 - ES356 Copier &

PO\_0001082168 / FLC / SN: CHG116426 & CPE145244 - ES2540c and ES355se

Hi Barbara,

I've reviewed this and determined that credits are due in the following amounts for the rental charges:

PO# 0001082184 \$228.15 PO# 0001082168 \$2.061.00

Please review the attached spreadsheet and let me know if you agree with my calculations. Our contract start dates differ from the start dates on your PO's, so our amounts may differ. I think you should be able to tie it all together by invoice number though.

Once you've reviewed and agreed with the numbers, I'll issue the credit. I'm assuming you'd like the credit issued as a check, correct?

Also, do you have new PO's for this equipment?

Thank you,
Kimberly Cope
Contract Billing - Major Accounts
Toshiba Business Solutions

Phone: (949) 267-4226

Email: kimberly.cope@tbs.toshiba.com

Toshiba Business Solutions 9740 Irvine Blvd. Irvine, CA 92618



#### www.tbs.toshiba.com

----- Forwarded by Kimberly Cope/TBSCANV/TBS/TOSHIBA-TABS on 06/10/2016 01:05 PM -----

From: Judy Holguin/TBSCANV/TBS/TOSHIBA-TABS

To: "Wong, Barbara" < WONGB@losrios.edu > @TABS\_EXTERNAL, Kimberly Cope/TBSCANV/TBS/TOSHIBA-TABS@TOSHIBA-

**TABS** 

Cc: "Haney, Brenda" < haneyb@flc.losrios.edu>, "Harman, Joany" < harmanj@flc.losrios.edu>, "Lewis, Jeff" < lewisj@flc.losrios.edu>,

"Slav, Lyudmila" <SlavL@losrios.edu>, Shane Pitto/TBSCA/TBS/TOSHIBA-TABS@TOSHIBA-TABS

Date: 05/17/2016 02:50 PM

Subject: Re: FW: TOSHIBA LEASE\_PO\_0001082184 / RCC / SN: C2B214730 – ES356 Copier & PO\_0001082168 / FLC /

SN: CHG116426 & CPE145244 - ES2540c and ES355se

Hi Barbara, I am sending your email to Kimberly - she would be the one who would need to credit the invoices.

Hi Kimberly, could you please read the email below and get back to Barbara when done.

Thank you,

Judy Holguin
Accounts Receivable Manager CA/NV
Toshiba Business Solutions

Phone: (949) 267-4227

Email: <u>Judy.holguin@tbs.toshiba.com</u>

Toshiba Business Solutions 9740 Irvine Blvd. Irvine, CA 92618



www.tbs.toshiba.com

FW: TOSHIBA LEASE\_PO\_0001082184 / RCC / SN: C2B214730 - ES356 Copier & PO\_0001082168 / FLC / SN: CHG116426 & CPE145244 - ES2540c and ES355se

Wong, Barbara to: <a href="mailto:Judy.Holguin@tbs.toshiba.com">Judy.Holguin@tbs.toshiba.com</a>, Haney, Brenda 05/17/2016 02:46 PM

Hi Judy. Please see information below regarding open invoices for POs 0001082184 and 0001082168 with referenced attachments. Hope this information will be sufficient to credit our account appropriately.

Hi Brenda. Thanks for the detailed information and attachments.

#### Barbara Wong

Accounting Operations Supervisor

Los Rios Community College District

1919 Spanos Court 

Sacramento CA 95825

Phone: (916) 568-3038

E-mail: wongb@losrios.edu

From: Haney, Brenda

Sent: Tuesday, May 17, 2016 2:32 PM To: Wong, Barbara; Slav, Lyudmila Cc: Lewis, Jeff; Harman, Joany

Subject: TOSHIBA LEASE\_PO\_0001082184 / RCC / SN: C2B214730 - ES356 Copier & PO\_0001082168 /

FLC / SN: CHG116426 & CPE145244 - ES2540c and ES355se

Importance: High

Hi Barbara -

According to attached Email Confirmation from our Toshiba Sales Rep – Shane Pitto, dated 8/20/15 FLC owns the following copiers at end of the 4th Year (48 Payments):

 $PO_0001082184 - SN$ : C2B214730 - ES356 Copier - we should not pay more than 48 Payments on this 4 YR Lease -

- o FY2016 we should pay only 7 Payments July 2015 Jan 2016 \$983.15 which is what PO History shows.
- o Per Lease and email confirmation there is no Buy Out required for this copier at lease end we now own it.
- o It is our understanding that the attached Lease invoices for Feb, March and April 2016 should not be paid.

Also covered in attached Email:

PO\_0001082168 – SN: CHG116426 & CPE145244 – ES2540c and ES355se - we should not pay more than 48 Payments on this 4 YR Lease -

o FY2016 – we should pay only 3 Payments July - Sept 2016 \$983.15 - which is what PO History shows.

o Per Lease and email confirmation – there is no Buy Out required for this copier at lease end – we now own it.

Thank you,

# Brenda Haney

**Business Services** 

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

₱ 916.608.6635 | 

haneyb@flc.losrios.edu

haneyb@flc.losrios.edu

page 16.608.6635 | 

haneyb@flc.losrios

This message (and any attached files) is secret, confidential and proprietary and is intended solely for specific addressee(s). If the reader of this message is not the intended recipient, please notify the sender immediately by reply email and delete it and all backup copies immediately.

| PO# 00010821             | PO# 0001082184 SERIAL NUMBER C2B214730 |                      |                                  |                  |             |            |                  |         |                    |                          |                      |         |                                 |
|--------------------------|--|----------------------|----------------------------------|------------------|-------------|------------|------------------|---------|--------------------|--------------------------|----------------------|---------|---------------------------------|
| CONTRACT                 | CUSTOMER                               | INVOICE #            | DATE RAISED                      | AMOUNT           | PAYMENT     | CREDIT DUE |                  |         | Invoice            | Paid Date                |                      | PO#     | Budget                          |
| 050500 005               | 00000/10                               | 0400500              | 4/04/0040 0 00                   | 450.00           | - 1         |            | 156.66           | 355200  |                    |                          |                      |         |                                 |
| 950533-005<br>950533-005 | 00088618<br>00088618                   | 9102599<br>9150394   | 4/24/2012 0:00<br>5/14/2012 0:00 | 153.00<br>153.00 | 2           |            | 164.86<br>164.86 |         | 9102599<br>9150394 |                          | 94642326<br>94642326 |         |                                 |
| 950533-005               | 00088618                               | 9229504              | 6/20/2012 0:00                   | 153.00           | 3           |            | 8.20             |         |                    | 11/1/2012                |                      |         |                                 |
| 730333-003               | 00000010                               | 7227304              | 0/20/2012 0:00                   | 133.00           | 3           |            | 494.58           | 302320  | 3223304            | 11/1/2012                | 34037120             | 1065517 | 5601 FL.VA.PAYP 61900 041X      |
|                          |  |                      |                                  |                  |             |            |                  |         |                    |                          |                      |         | 5 payments but only 3 were made |
| 950533-005               | 00088618                               | 9276878              | 7/5/2012 0:00                    | 153.00           | 4           |            | 164.86           | 357436  | 11333              | 8/9/2012                 | 94646270             |         |                                 |
| 950533-005               | 00088618                               | 9348897              | 8/3/2012 0:00                    | 153.00           | 5           |            | 164.86           | 361900  | 9348897            | 10/18/2012               | 94655808             |         |                                 |
| 950533-005               | 00088618                               | 9418714              | 9/4/2012 0:00                    | 153.00           | 6           |            | 164.86           |         |                    | 11/1/2012                |                      |         |                                 |
| 950533-005               | 00088618                               | 9494695              | 10/3/2012 0:00                   | 153.00           | 7           |            | 164.86           |         |                    | 11/1/2012                |                      |         |                                 |
| 950533-005               | 00088618                               | 9562968              | 11/1/2012 0:00                   | 153.00           | 8           |            | 164.86           |         |                    | 11/29/2012               |                      |         |                                 |
| 950533-005               | 00088618                               | 9646991              | 12/7/2012 0:00                   | 153.00           | 9           |            | 164.86           |         | 9646991            |                          | 94660124             |         |                                 |
| 950533-005<br>950533-005 | 00088618<br>00088618                   | 9722291<br>9782625   | 1/7/2013 0:00<br>2/1/2013 0:00   | 153.00<br>153.00 | 10<br>11    |            | 165.24<br>165.24 |         | 9722291            | 1/31/2013<br>2/14/2013   |                      |         |                                 |
| 950533-005               | 00088618                               | 9857028              | 3/1/2013 0:00                    | 153.00           | 12          |            | 165.24           |         | 9857028            |                          | 94668102             |         |                                 |
| 950533-005               | 00088618                               | 9930131              | 4/1/2013 0:00                    | 153.00           | 13          |            | 165.24           |         | 9930131            |                          | 94672308             |         |                                 |
| 950533-005               | 00088618                               | 10010657             | 5/1/2013 0:00                    | 153.00           | 14          |            | 165.24           |         |                    | 5/23/2013                |                      |         |                                 |
| 950533-005               | 00088618                               | 10084910             | 6/3/2013 0:00                    | 153.00           | 15          |            | 165.24           |         |                    | 6/21/2013                |                      |         |                                 |
|                          |  |                      |                                  |                  |             |            | 1,980.60         |         |                    |                          |                      | 1067966 | 5 5601 FL.VA.PAYP 61900 041X    |
|                          |  |                      |                                  |                  |             |            |                  |         |                    |                          |                      |         |                                 |
| 950533-005               | 00088618                               | 10187553             | 7/15/2013 0:00                   | 153.00           | 16          |            | 165.24           |         |                    | 8/22/2013                |                      |         |                                 |
| 950533-005               | 00088618                               | 10252238             | 8/8/2013 0:00                    | 153.00           | 17          |            | 165.24           |         |                    | 8/22/2013                |                      |         |                                 |
| 950533-005               | 00088618                               | 10314102             | 9/4/2013 0:00                    | 153.00           | 18          |            | 165.24           |         |                    | 9/19/2013                |                      |         |                                 |
| 950533-005               | 00088618                               | 10396572             | 10/7/2013 0:00                   | 153.00           | 19          |            | 165.24           |         |                    | 10/17/2013               |                      |         |                                 |
| 950533-005               | 00088618                               | 10469152             | 11/5/2013 0:00                   | 153.00           | 20          |            | 165.24           |         |                    | 11/14/2013               |                      |         |                                 |
| 950533-005<br>950533-005 | 00088618<br>00088618                   | 10538422<br>10638499 | 12/2/2013 0:00<br>1/13/2014 0:00 | 153.00<br>153.00 | 21<br>22    |            | 165.24<br>165.24 |         |                    | 12/16/2013<br>1/23/2014  |                      |         |                                 |
| 950533-005               | 00088618                               | 10701486             | 2/5/2014 0:00                    | 153.00           | 23          |            | 165.24           |         | 10701486           |                          | 94696731             |         |                                 |
| 950533-005               | 00088618                               | 10790501             | 3/12/2014 0:00                   | 153.00           | 24          |            | 165.24           |         | 10790501           |                          | 94698167             |         |                                 |
| 950533-005               | 00088618                               | 10864567             | 4/8/2014 0:00                    | 153.00           | 25          |            | 165.24           |         |                    | 4/17/2014                |                      |         |                                 |
| 950533-005               | 00088618                               | 10926547             | 5/2/2014 0:00                    | 153.00           | 26          |            | 165.24           |         |                    | 5/15/2014                |                      |         |                                 |
| 950533-005               | 00088618                               | 11025592             | 6/13/2014 0:00                   | 153.00           | 27          |            | 165.24           | 406091  | 11025592           | 6/23/2014                | 94701987             |         |                                 |
|                          |  |                      |                                  |                  |             |            | 1,982.88         |         |                    |                          |                      | 1072562 | 2                               |
|                          |  |                      |                                  |                  |             |            |                  |         |                    |                          |                      |         |                                 |
| 950533-005               | 00088618                               | 11085522             | 7/3/2014 0:00                    | 153.00           | 28          |            | 165.24           |         |                    | 8/28/2014                |                      |         |                                 |
| 950533-005               | 00088618                               | 11157308             | 8/4/2014 0:00                    | 153.00           | 29          |            | 165.24           |         |                    | 8/28/2014                |                      |         |                                 |
| 950533-005               | 00088618                               | 11229682             | 9/2/2014 0:00                    | 153.00           | 30          |            | 165.24           |         |                    | 9/11/2014                |                      |         |                                 |
| 950533-005<br>950533-005 | 00088618<br>00088618                   | 11311030<br>11382483 | 10/7/2014 0:00<br>11/3/2014 0:00 | 153.00<br>153.00 | 31<br>32    |            | 165.24<br>165.24 |         |                    | 10/23/2014<br>11/19/2014 |                      |         |                                 |
| 950533-005               | 00088618                               | 11456879             | 12/1/2014 0:00                   | 153.00           | 33          |            | 165.24           |         |                    | 12/16/2014               |                      |         |                                 |
| 950533-005               | 00088618                               | 11537519             | 1/5/2015 0:00                    | 153.00           | 34          |            | 165.24           |         |                    | 1/22/2015                |                      |         |                                 |
| 950533-005               | 00088618                               | 11613412             | 2/2/2015 0:00                    | 153.00           | 35          |            | 165.24           |         |                    | 2/19/2015                |                      |         |                                 |
| 950533-005               | 00088618                               | 11695112             | 3/3/2015 0:00                    | 153.00           | 36          |            | 165.24           |         |                    | 3/19/2015                |                      |         |                                 |
| 950533-005               | 00088618                               | 11770884             | 4/8/2015 16:09                   | 130.05           | 37          |            | 140.45           | 426377  | 11770884           | 4/16/2015                | 94715106             |         |                                 |
| 950533-005               | 00088618                               | 11841790             | 5/5/2015 12:01                   | 130.05           | 38          |            | 140.45           | 429147  | 11841790           | 6/22/2015                | 94718351             |         |                                 |
| 950533-005               | 00088618                               | 11917175             | 6/1/2015 16:28                   | 130.05           | 39          |            | 140.45           | 431801  | 11917175           | 6/22/2015                | 94718351             |         |                                 |
|                          | ļ                                      |                      |                                  |                  |             |            | 1,908.51         |         |                    |                          |                      | 1077348 | 3                               |
| 050533.005               | 00000410                               | 12001402             | 7/1/2015 1/ :22                  | 120.05           | 40          |            | 140 45           | 42.4652 | 12001602           | 7/10/2015                | 04740340             |         |                                 |
| 950533-005<br>950533-005 | 00088618                               | 12001603             | 7/1/2015 16:33                   | 130.05<br>130.05 | 40          |            | 140.45           |         |                    | 7/16/2015                |                      |         |                                 |
| 950533-005               | 00088618<br>00088618                   | 12078337<br>12152554 | 8/3/2015 15:57<br>9/1/2015 16:33 | 130.05           | 41<br>42    |            | 140.45<br>140.45 |         |                    | 8/13/2015<br>9/24/2015   |                      |         |                                 |
| 950533-005               | 00088618                               | 12239844             | 10/2/2015 16:33                  | 130.05           | 42          |            | 140.45           |         |                    | 10/22/2015               |                      |         |                                 |
| 950533-005               | 00088618                               | 12314697             | 11/2/2015 16:02                  | 130.05           | 44          |            | 140.45           |         |                    | 11/19/2015               |                      |         |                                 |
| 950533-005               | 00088618                               | 12387838             | 12/1/2015 16:09                  | 130.05           | 45          |            | 140.45           |         |                    | 12/17/2015               |                      |         |                                 |
| 950533-005               | 00088618                               | 12467211             | 1/4/2016 16:36                   | 130.05           | 46          |            | 140.45           |         |                    | 1/21/2016                |                      |         |                                 |
| 950533-005               | 00088618                               | 12538485             | 2/1/2016 16:21                   | 130.05           | 47          |            |                  |         |                    |                          |                      |         |                                 |
| 950533-005               | 00088618                               | 12625538             | 3/4/2016 15:38                   | 130.05           | 48          |            |                  |         |                    |                          |                      |         |                                 |
|                          |  |                      |                                  | 7,068.60         |             |            | 983.15           |         |                    |                          |                      | 1082184 | ı                               |
|                          |  | 1071005              |                                  |                  |             | 4          |                  |         |                    |                          |                      |         |                                 |
| 950533-005               | 00088618                               | 12712307             | 4/12/2016 16:11                  | 130.05           | 49          | \$76.05    | l                |         |                    |                          |                      |         |                                 |
| 950533-005               | 00088618                               | 12773629             | 5/5/2016 16:02                   | 130.05           | 50<br>E1    | \$76.05    |                  |         |                    |                          |                      |         |                                 |
| 950533-005               | 00088618                               | 12837128             | 6/2/2016 15:43                   | 130.05<br>390.15 | 51          | \$76.05    | l                |         |                    |                          |                      |         |                                 |
|                          |  |                      |                                  |                  | TAL CREDIT: | \$228.15   |                  |         |                    |                          |                      |         |                                 |
|                          |  |                      | ļ                                | 10               | CILLDII.    | 7220.13    | I                |         |                    |                          |                      |         |                                 |