

LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001082184
CHANGE ORDER**

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 07/08/2015	Revision 2 - 10/14/2016	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1006869 LEWISJ GALLARZOC		Location / Dept 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

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

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 ADDRESS : 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 Signature
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

**PURCHASE ORDER NO 0001082184
CHANGE ORDER**

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

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Date	Revision	Page
07/08/2015	2 - 10/14/2016	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping 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
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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
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Sub Total Amount	1,264.05
Sales Tax Amount	0.00
Total PO Amount	1,264.05

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5601	11	FL.VA.PAYP	61900	00000	041X	1,264.05	2017

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>

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Authorized Signature

A. S. L. 10/17/14

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Purchase Order / Change Order Request

(One PO per Request)

PO # 0001082184

Request Date: 10/13/16

College/Dept.: FLC ITSV

Vendor Name TOSHIBA BUSINESS SOLUTIONS

Increase Blanket Purchase Order Line# 1 by \$280.87

Add Note to line 1: Increase for two rental payments missed in first year of contract.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO

0001082184

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	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
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? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	S/N: C2B214730 - LEASE AGREEMENT FOR TOSHIBA COPIER BUNDLE STUDIO 356, LOCATED AT RCC COMPUTER LAB - 04RCC7, 7/MO AT \$140.45 MO RATE (\$130.05 + \$10.40 SALES TAX)	1.00 LOT	983.18	983.18	05/01/2016

MAINTENANCE AGREEMENT - INCLUDED IN RENTAL PAYMENTS

02/01/12 - 6/30/12 5/MONTHS @ \$153.00/MONTH = \$765.00 PO# 0001065517 - PAID/CLOSED
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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 ADDRESS : kevin.enzminger@tbs.toshiba.com

Sub Total Amount	983.18
Sales Tax Amount	0.00
Total PO Amount	983.18

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Authorized Signature



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PURCHASE ORDER NO

0001082184

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	
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? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	5601	11	FL.VA.PAYP	61900	00000	041X	983.18	2016

0001006869KIRKLINK12-JUN-2015

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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.

Authorized Signature
Authorized Signature
on Total PO

Amount Page

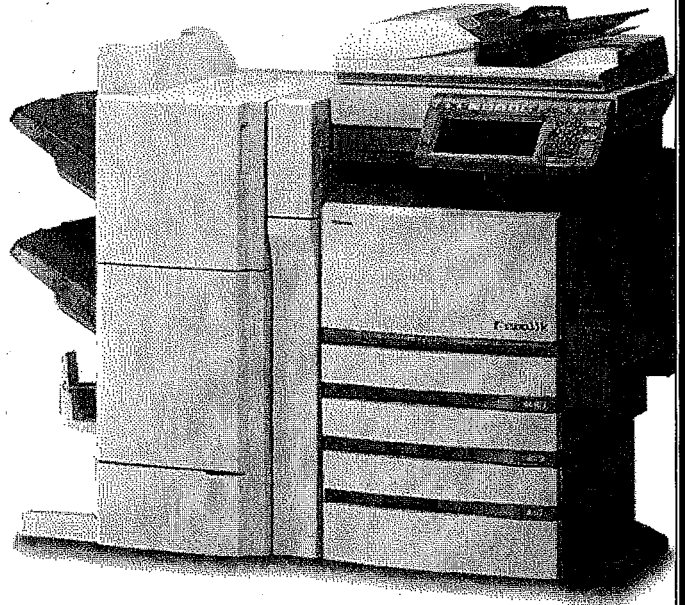
Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties 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.

***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: [Haney, Brenda](#)
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 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

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

Buyout: \$0

Note: At the end of the 4th 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 4th 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

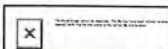
Toshiba Business Solutions

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

Requisition

74 15/16

PO# 0001082184

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

Business Unit: GENFD OPEN	
Req ID: 0001006869	Date: 07/01/2015
Requester: Jeff Lewis	Bldg#: IT
Requester Signature	
Buyer: Christina Gallarzo	
Approved: <i>KLK</i> 6/12/15	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	LEASE AGREEMENT FOR TOSHIBA COPIER BUNDLE STUDIO 356 S/N: C2B214730 LOCATED AT RCC COMPUTER LAB - 04RCC7	1	EA	910.35	910.35	07/01/2015

Total Requisition Amount: 910.35

MAINTENANCE AGREEMENT - INCLUDED IN RENTAL PAYMENTS
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 07/01/14 - 01/30/15 7/MONTHS @ \$153.00/MONTH = \$1,071.00 PO# *000677348*
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 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 ADDRESS : kevin.enzminger@tbs.toshiba.com

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5601	11	FL.VA.PAYP	61900	00000	041X	910.35

*✓ Approved
Logged 6/11/15*

Approval Signature	Approval Signature	Approval Signature
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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,

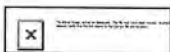
Please see attached quote to extend the ES2540c and ES355se GROUP contract through 6-30-2016.

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

Pending Action from TSV

From: Lewis, Jeff
Sent: Thursday, August 20, 2015 6:25 PM
To: Kirklin, Kathleen
Cc: 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

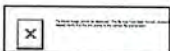
Toshiba Business Solutions

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 | harmanj@flc.losrios.edu | www.flc.losrios.edu

From: Slav, Lyudmila

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 48th 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" <harmani@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: Judy.holguin@tbs.toshiba.com

Toshiba Business Solutions
9740 Irvine Blvd.
Irvine, CA 92618



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FW: TOSHIBA LEASE_PO_0001082184 / RCC / SN: C2B214730 – ES356 Copier & PO_0001082168 / FLC / SN: CHG116426 & CPE145244 – ES2540c and ES355se

Wong, Barbara to: Judy.Holguin@tbs.toshiba.com, Haney, Brenda

05/17/2016 02:46 PM

Cc: "Slav, Lyudmila", "Harman, Joany" , "Lewis, Jeff"

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

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