LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001092661 CHANGE ORDER

PURCHASING: ACCOUNTING

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13- 1	LONG-SLEEVE, NIKE LEGEND WITH 2-COLOR LOGO ON FRONT BLACK SKU 27980010 MEDIUM	2.00EA	23.00	46.00	05/29/2017	
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Change Order Request

PO #0001092661

Request Date: 08/02/17

College/Dept: FLC/ATHL

Vendor Name: EAST BAY SALES

 \boxtimes Add the following items to the purchase order:

LINE 24: QTY: 1 UOM: EA UNIT PRICE: \$286.00

DESCRIPTION: SCREENPRINT DECORATION SKU 20-SS1

LINE 25: QTY: 1 UOM: EA UNIT PRICE: \$210.00

DESCRIPTION: EMBROIDERY DECORATION SKU 20-SS

BUDGET: GENFD 12 FL.VI.KINE 08700 00000 2018 700P

FUND 12 Requirement - Complete if adding new department org, or project/grant#:

umber:700P	Project/Grant Number:700		Program Name: LOTTERY
		MA	Program Director/Coordinator Signature:
		MA	Program Director/Coordinator Signature:

PO COMMENTS: BILLED FOR SERVICES PROVIDED PER INVOICE

Purchase Order / Change Order Request

(One PO per Request)

PO # 0001092661

Request Date: 05/09/17

College/Dept.: FLC/ATHL

Vendor Name EASTBAY INC

 \Box Change Budget Information on \boxtimes All Lines to:

GENFD 4300 12 FL.VI.KINE 08700 00000 2017 700P

Per Attached Email. Requested by: District Purchasing Approved by: Joany Harman

FL65017_Submitted 5/9/17 to increase budget.

From:	<u>Harman, Joany</u>
To:	DO - BS FS Budget
Cc:	<u>Sabo, Paula; Haney, Brenda</u>
Subject:	FL65017_FL.VI.KINE Eastbay 700P.xlsx
Date:	Tuesday, May 09, 2017 8:57:07 AM
Attachments:	image005.png
	FL65017 FL.VI.KINE Eastbay 700P.xlsx

Fiscal - Please post. Thank you.

Brenda – Please process a change to Eastbay requisitions previously charged to SIEF and code to: GENFD 4300 12 FL.VI.KINE 08700 00000 2017 700P

Thank you,

Joany. Harman

Joany Harman | Interim Vice President of Administration Folsom Lake College | 10 College Parkway | Folsom, CA 95630 p. 916.608-6555 | f. 916.608.6553 | <u>harmanj@flc.losrios.edu</u> | <u>www.flc.losrios.edu</u>

From:	Harman, Joany
То:	<u>Matista, Theresa; Gordon, Paula; Singh, Anita; Shewmaker, Nicholas</u>
Cc:	Haney, Brenda; Sabo, Paula; Bray, Carrie; Andres, Raymond; Kirklin, Kathleen
Subject:	RE: FOR YOUR ACTION_FW: Basketball Startup / Need ASAP
Date:	Tuesday, May 09, 2017 8:44:47 AM

We are recoding the two requisitions to lottery.

Thank you,

Joany Harman | Interim Vice President of Administration Folsom Lake College | 10 College Parkway | Folsom, CA 95630 p. 916.608-6555 | f. 916.608.6553 | harmanj@flc.losrios.edu | www.flc.losrios.edu

-----Original Message-----

From: Matista, Theresa Sent: Tuesday, May 09, 2017 8:34 AM To: Gordon, Paula; Harman, Joany; Singh, Anita; Shewmaker, Nicholas Cc: Haney, Brenda; Sabo, Paula; Bray, Carrie; Andres, Raymond; Kirklin, Kathleen Subject: RE: FOR YOUR ACTION_FW: Basketball Startup / Need ASAP

Hi all,

I would not have considered this as allowable under that exception. That is for opening a new or modernized facility. Adding a program that is new to the college does not necessarily qualify.

Why 6490 rather than 4300? SIEF versus Lottery?

Theresa

From: Gordon, Paula Sent: Tuesday, May 09, 2017 7:50 AM To: Harman, Joany; Singh, Anita; Shewmaker, Nicholas; Matista, Theresa Cc: Haney, Brenda; Sabo, Paula; Bray, Carrie; Andres, Raymond; Kirklin, Kathleen Subject: RE: FOR YOUR ACTION_FW: Basketball Startup / Need ASAP

Hi all,

I found the Word document of State Object Codes buried in one of my predecessor's folders and we can update it to match the Purchasing Handbook. It apparently has not been updated since 2004.

Paula Gordon, Purchasing Supervisor Los Rios Community College District 916-568-3149

From: Harman, Joany
Sent: Monday, May 08, 2017 7:40 PM
To: Singh, Anita; Shewmaker, Nicholas; Gordon, Paula; Matista, Theresa
Cc: Haney, Brenda; Sabo, Paula; Bray, Carrie; Andres, Raymond; Kirklin, Kathleen
Subject: RE: FOR YOUR ACTION_FW: Basketball Startup / Need ASAP

Hi Anita,

Thank you for the information. Over the years FLC has brought on several new sports programs capitalizing the

initial purchases of uniforms and small equipment and that was our plan here. Although our gymnasium came online several years back, the basketball team is new for Fall 2017. I am not sure when the clarification was made which changed this exception, but unfortunately neither Kathleen or I were aware. We would like to request a one-time consideration for using 6490 versus a supply account for these purchases. Please advise.

On a side note, I was referencing the state object code link under purchasing information, not the LRCCD handbook as I initially stated below. The information in the state object code link does not match the purchasing handbook link, and should be updated.

Thank you,

[JHsig]

[cid:image003.jpg@01D2C898.F362D350]Joany Harman | Interim Vice President of Administration Folsom Lake College | 10 College Parkway | Folsom, CA 95630 p. 916.608-6555 | f. 916.608.6553 | harmanj@flc.losrios.edu<<u>mailto:harmanj@flc.losrios.edu</u>> | www.flc.losrios.edu<<u>http://www.flc.losrios.edu/</u>> From: Singh, Anita Sent: Monday, May 08, 2017 4:17 PM To: Harman, Joany; Shewmaker, Nicholas; Gordon, Paula Cc: Haney, Brenda; Sabo, Paula; Bray, Carrie; Andres, Raymond Subject: RE: FOR YOUR ACTION FW: Basketball Startup / Need ASAP

Hi Joany,

I tried hard to have that language kept in the purchasing handbook but was over-ruled by Director of Accounting and VC Finance. There were many 'initial stock' purchases being approved – some as 6490 some as 4500. I brought the issue up and it was clarified that the only supplies allowed to be included as 6490 would be for remodels and new construction, no exceptions.

The description you reference was removed as incorrect on the most recent purchasing handbook update, see website link, page 63. <u>https://www.losrios.edu/lrc/district/misc/purchguide.pdf</u>

Unless a new basketball court is being constructed, these items would have to be 4300 or 4500 supply accounts since they are all under \$200 each.

Thanks, Anita

From: Harman, Joany Sent: Monday, May 08, 2017 2:32 PM To: Shewmaker, Nicholas; Singh, Anita; Gordon, Paula Cc: Haney, Brenda; Sabo, Paula Subject: FW: FOR YOUR ACTION_FW: Basketball Startup / Need ASAP

Our basketball program is new for Fall 2017 at FLC. The requisitions in question are for uniforms and supplies to start up the basketball programs. Per the state object code description of 6490 in the LRCCD handbook, "The initial stocking of a laboratory or classroom with a large quantity of inexpensive items" is allowable using account code 6490. We believe the purchase of these items fits within this description. FLC has capitalized many startup costs many times over the years.

Thank you,

[JHsig]

[cid:image004.jpg@01D2C898.F362D350]Joany Harman | Interim Vice President of Administration Folsom Lake College | 10 College Parkway | Folsom, CA 95630 p. 916.608-6555 | f. 916.608.6553 |

harmanj@flc.losrios.edu<<u>mailto:harmanj@flc.losrios.edu</u>> | www.flc.losrios.edu<<u>http://www.flc.losrios.edu/</u>> From: Pactol, Monica

Sent: Monday, May 08, 2017 12:56 PM

To: Anderson, Jae Cc: Haney, Brenda; Harman, Joany Subject: RE: FOR YOUR ACTION_FW: Basketball Startup / Need ASAP

Per Kathleen, we can use SIEF for start-up athletics costs.

From: Haney, Brenda Sent: Monday, May 08, 2017 11:45 AM To: Anderson, Jae <Jae.Anderson@flc.losrios.edu<<u>mailto:Jae.Anderson@flc.losrios.edu</u>>> Subject: FOR YOUR ACTION_FW: Basketball Startup / Need ASAP Importance: High

Hi Jae –

Please advise if you can provide this requested documentation - Purchasing is requesting Instructions – that support why 6490 account coding is being used on all currently Basketball Start-up requisitions, (specifically for Eastbay Inc. OLRs for uniforms).

Please Note: I have explained that this has been the standard, (historically), for all initial start-up purchases of each new Intercollegiate Sports Team, with that - they are still requesting copy of communication streams instructing this as it relates to FLC Men's and Women's Basketball.

Thank you, Brenda Haney Business Services Folsom Lake College | 10 College Parkway | Folsom, CA 95630 • 916.608.6635 | • haneyb@flc.losrios.edu<<u>mailto:haneyb@flc.losrios.edu</u>> From: Croff, Jeanne Sent: Monday, May 08, 2017 11:26 AM To: Haney, Brenda <haneyb@flc.losrios.edu<<u>mailto:haneyb@flc.losrios.edu</u>>> Subject: FW: Basketball Startup

Brenda, This is what I have from Jae for basketball start-up funds.

From: Anderson, Jae Sent: Thursday, April 20, 2017 9:48 AM To: Croff, Jeanne <CroffJ@flc.losrios.edu<<u>mailto:CroffJ@flc.losrios.edu</u>>>; Wright, Matt <WrightM@flc.losrios.edu<<u>mailto:WrightM@flc.losrios.edu</u>>> Subject: Basketball Startup

Hi Jeanne

Here is the basketball startup account:

GENFD 6490 12 FL.VI.IEQP 68202 00000 2017 548F

Budget Year

Account String

Current Budget

Pre-Encumbrance

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.

Supplier: 0000032468 EASTBAY INC 111 S 1ST AVENUE WAUSAU WI 54401

Phone:(916) 693-3055Fax:(800) 991-6832

email:

PURCHASE ORDER NO 0001092661

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Reference:		Location / Dept
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Ship To: FOLSOM LAKE COLLEGE RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 United States

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

Tax Exempt? N		Quantity UOM	PO Price	Extended Amt	Due Date
Line-Sch	Item/Description		PU Price	Extended Am	Due Dale
1- 1	JERSEY, NIKE ELITE POSTERIZE BLACK SKU 802304 MEDIUM	2.00EA	48.00	96.00	05/29/2017
2-1	JERSEY, NIKE ELITE POSTERIZE BLACK SKU 802304 LARGE	10.00EA	48.00	480.00	05/29/2017
3- 1	JERSEY, NIKE ELITE POSTERIZE BLACK SKU 802304 XL	3.00EA	48.00	144.00	05/29/2017
4- 1	SHORTS; NIKE ELITE POSTERIZE BLACK SKU 802306 MEDUIM	2.00EA	48.00	96.00	05/29/2017
5- 1	SHORTS; NIKE ELITE POSTERIZE BLACK SKU 802306 LARGE	10.00EA	48.00	480.00	05/29/2017
6- 1 ·	SHORTS; NIKE ELITE POSTERIZE BLACK SKU 802306 XL	3.00 EA	48.00	144.00	05/29/2017
7- 1	JERSEY, NIKE ELITE POSTERIZE WHITE SKU 802304 MEDIUM	2.00EA	48.00	96.00	05/29/2017
8-1	JERSEY, NIKE ELITE POSTERIZE WHITE SKU 802304 LARGE	10.00EA	48.00	480.00	05/29/2017
9- 1	JERSEY, NIKE ELITE POSTERIZE WHITE SKU 802304 XL	3.00 EA	48.00	144.00	05/29/2017
10- 1	SHORTS, NIKE ELITE POSTERIZE WHITE SKU 802306 MEDIUM	2.00EA	48.00	96.00	05/29/2017
11- 1	SHORTS, NIKE ELITE POSTERIZE WHITE SKU 802306 LARGE	10.00 EA	48.00	480.00	05/29/2017
12- 1	SHORTS, NIKE ELITE POSTERIZE WHITE SKU 802306 XL	, 3.00 EA	48.00	144.00	05/29/2017
13- 1	LONG-SLEEVE, NIKE LEGEND WITH 2-COLOR LOGO ON FRONT BLACK SKU 27980010 MEDIUM	2.00 EA	23.00	46.00	05/29/2017

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. Number to vonder: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Eailure to do so will delay

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

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001092661

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.

Supplier: 0000032468 EASTBAY INC 111 S 1ST AVENUE WAUSAU WI 54401

email:

DateRevisionPage05/15/20172Payment TermsFreight TermsShip Via

nt Best Metho
Location / Dept
RN 04GYM PE/H/A

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

Bill To:

1919 Spanos Court Sacramento CA 95825-3981 United States

Tax Exempt? N Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
Line-Sen					
14- 1	LONG-SLEEVE, NIKE LEGEND WITH 2-COLOR LOGO ON FRONT BLACK SKU 27980010 LARGE	10.00EA	23.00	230.00	05/29/2017
15- 1	LONG-SLEEVE, NIKE LEGEND WITH 2-COLOR LOGO ON FRONT BLACK SKU 27980010 XL	3.00 EA	23.00	69.00	05/29/2017
16- 1	TANK, NIKE LEAGUE REVERSIBLE WITH 2-C NAME AND #'S BLACK/WHITE SKU 626702-012 MEDIUM	2.00 EA	29.00	58.00	05/29/2017
17- 1	TANK, NIKE LEAGUE REVERSIBLE WITH 2-C NAME AND #'S BLACK/WHITE SKU 626702-012 LARGE	10.00EA	29.00	290.00	05/29/2017
18- 1	TANK, NIKE LEAGUE REVERSIBLE WITH 2-C NAME AND #'S BLACK/WHITE SKU 626702-012 XL	3.00 EA	29.00	87.00	05/29/2017
19- 1	SHORT, NIKE LEAGUE PRACTICE BLACK SKU 621949-012 MEDIUM	2.00 EA	18.00	36.00	05/29/2017
20- 1	SHORT, NIKE LEAGUE PRACTICE BLACK SKU 621949-012 LARGE	10.00EA	18.00	180.00	05/29/2017
21- 1	SHORT, NIKE LEAGUE PRACTICE BLACK SKU 621949-012 XL	3.00EA	18.00	54.00	05/29/2017
22- 1	BACKPACK, NIKE ELITE HOOPS MAX 2.0 WITH TEAM LOGO/# BLACK SKU 5259010	17.00EA	63.00	1,071.00	05/29/2017
23- 1	FREIGHT	. 1.00EA	80.00	80.00	05/29/2017

MENS BASKETBALL-BILL BENFORD

PER QUOTE DATED 04/27/2017

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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LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145 ACCC

PLEASE

PURCHASE ORDER NO 0001092661

ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3	636
ACCOUNTING OF 5. (310) 500-5005 + FAA. (310) 200-5	Date Revision Page
	05/15/2017
PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITI	
	NET 30 Shipping Point Best Metho
	Reference: Location / Dept
	1009445 CROFFJ SHEWMAKERN 04GYM PE/H/A
Supplier: 0000032468 EASTBAY INC 111 S 1ST AVENUE WAUSAU WI 54401 Phone: (916) 693-3055 Fax: (800) 991-6832 email:	Ship To: FOLSOM LAKE COLLEGE RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 United States Bill To: 1919 Spanos Court Sacramento CA 95825-3981 United States
Tax Exempt? N Line-Sch Item/Description	Quantity UOM PO Price Extended Amt Due Date
Line-Sch Item/Description	
	Sub Total Amount5,081.00Sales Tax Amount387.60Total PO Amount5,468.60
BU Acct Fd Org Prog Sub Proj	Amount BYear
GENED 4300 12 FL.VI.KINE 08700 00000 700P	5,468.60 2017

0001009445HARMANJ03-MAY-2017

BU GENFD

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

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

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

Authorized Signature

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College <u>PURCHASE ORDER TERMS AND CONDITIONS</u>

- 1. APPLICABLE LAW: The contract resulting from this order shall be governed by the laws of the State of California
- 2. COMPLETION OF ORDERS: LRCCD reserves the right to withhold payment until order is completed.
- 3. DISCOUNTS: Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
- 4. INVOICES: Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
- 5. CHANGES: No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
- 6. BILL OF LADING: If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
- TRANSPORTATION CHARGES: Invoices for prepaid transportation charges must be supported by original receipted expense bills.
 FOB POINT AND FREIGHT CHARGES: Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
- 9. PATENT INDEMNITY: The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
- 10. TAXES: Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
- 11. EQUAL OPPORTUNITY EMPLOYER: The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
- 12. GENERAL SAFETY ORDERS: All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
- 13. INDEMNIFICATION: CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
- 14. TERMINATION: LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
- 15. ASSIGNMENT: Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
- 16. PUBLIC WORKS PROJECTS: CONTRACTOR must comply with Public Contract Code.
- 17. CA LABOR CODE: Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
- NOTICE: Your employees <u>may</u> be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees <u>may</u> be exposed to contact the LRCCD General Services Department at (916) 568-3048.
- 19. INSURANCE: CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
- 20. DISQUALIFIED EMPLOYEES: CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
- 21. WORK AUTHORIZATION: Prior to LRCCD's acceptance of this Agreement, CONTRACTORs who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
- 22. WARRANTY: CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Supplier:	111 S WAUS	BAY INC 1ST AVENUE SAU WI 54401 I States		INESS SER		Req 000 Req	1009445 disition Nam	GENFD Date 04/27/2017 ne:	OPEN Page 1
	Phon email		-3055 OII MA	ax: (800) 991	6832	Req	IBAYMEN Jester Inne M. Croff Jester Signature		Bldg# PE/H/A
Ship To:	10 CC	IVING DLLEGE PARK OM CA 95630				Buy App		las Shewmaker	2017
Line-Schd		Description			0	Quanti	UOM	Price Ex	tended Amt Due Date
1-1		JERSEY, NIK SKU 802304		ERIZE BLACK		2	EA	48.00	96.00 05/11/2017
ASSET DI	EPT: I	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU	OTHER 2	PROFILE: EQP:	OTHER
2-1		JERSEY, NIK SKU 802304		ERIZE BLACK	4	10	EA	48.00	480.00 05/11/2017
ASSET DE	EPT: I	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU	OTHER 10	PROFILE: EQP:	OTHER
3-1		JERSEY, NIK SKU 802304		ERIZE BLACK		3	EA	48.00	144.00 05/11/2017
ASSET D	EPT: I	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU	OTHER 3	PROFILE: EQP:	OTHER
4-1		SHORTS; NI SKU 802306		TERIZE BLACK		2	EA	48.00	96.00 05/11/2017
ASSET D	EPT: I	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQL	OTHER 2	PROFILE: EQP:	OTHER
5-1		SHORTS; NI SKU 802306		TERIZE BLACK		10	EA	48.00	480.00 05/11/2017
ASSET DE	EPT: I	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU	OTHER 10	PROFILE: EQP:0	OTHER
6-1		SHORTS; NI SKU 802306		TERIZE BLACK		3	EA	48.00	144.00 05/11/2017
ASSET DI	EPT: I	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU	OTHER 3	PROFILE: EQP:(OTHER
7-1		JERSEY, NIK SKU 802304		FERIZE WHITE		2	EA	48.00	96.00 05/11/2017
ASSET DI	EPT: 1	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU	OTHER 2	PROFILE: EQP:	OTHER
8-1		JERSEY, NIK SKU 802304		FERIZE WHITE		10	EA	48.00	480.00 05/11/2017
ASSET D	EPT: I	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU	OTHER 10	PROFILE: EQP:0	DTHER
9-1		JERSEY, NIK SKU 802304		TERIZE WHITE		3	EA	48.00	144.00 05/11/2017
ASSET DI	EPT: I	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU	OTHER 3	PROFILE: EQP:0	OTHER
10-1		SHORTS, NI SKU 802306		TERIZE WHITE		2	EA	48.00	96.00 05/11/2017
ASSET DI	EPT:	PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU	OTHER 2	PROFILE: EQP:0	OTHER

Approval Signature Approval Signature Approval Signature

Supplier:	EASTBAY INC 111 S 1ST AVE WAUSAU WI 5 United States	INUE	000	0032468	Business L Req ID: 0001009445 Requisitio	Date 04/27 n Name:	FD OPEN /2017	Page 2
	Phone: (916 email:	3) 693-3055	Fax: (800) 991	-6832	EASTBAYMEN Requester Jeanne M.	Croff		dg# ′H/A
Ship To:	RECEIVING 10 COLLEGE FOLSOM CA 9				Requester Sig Buyer: N Approved: Entered By	icholas Shewm	aker 7-APR-2017	
Line-Schd	Descrij	otion		G	Quantity UOM	Price	Extended Amt D	ue Date
11-1		TS, NIKE ELITE PO 02306 LARGE	STERIZE WHITE		10 EA	48.00	480.000	5/11/201
ASSET DE	ept: Pe/H/A	LOCATION:	04GYM	CATEGORY:	EQU:OTHER	10 PROFILE	E EQP:OTHER	
12-1		TS, NIKE ELITE PO 02306 XL	STERIZE WHITE		3 EA	48.00	144.000	5/11/201
ASSET DE	EPT: PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU:OTHER	3 PROFILE	E EQP:OTHER	
13-1		SLEEVE, NIKE LEG ON FRONT BLACK		LOR	2 EA	23.00	46.000	5/11/201
ASSET DE	EPT: PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU:OTHER	2 PROFILE	EQP:OTHER	
14-1		SLEEVE, NIKE LEG ON FRONT BLACK		LOR	10 EA	23.00	230.000	5/11/201
ASSET DE	EPT: PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU:OTHER	10 PROFILE	EQP:OTHER	
15-1		SLEEVE, NIKE LEG ON FRONT BLACK			3 EA	23.00	69.00 0	5/11/201
ASSET DE	ept: pe/h/a	LOCATION:	04GYM	CATEGORY:	EQU:OTHER	3 PROFILE	EQP:OTHER	
16-1	NAME	NIKE LEAGUE REV AND #'S BLACK/WI 2-012 MEDIUM		-C	2 EA	29.00	58.000	5/11/201
ASSET DE	EPT: PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU:OTHER	2 PROFILE	: EQP:OTHER	
17-1	NAME	NIKE LEAGUE REV AND #'S BLACK/WI 2-012 LARGE		-C 3	10 EA	29.00	290.000	5/11/201
ASSET DE	EPT: PE/H/A	LOCATION:	04GYM	CATEGORY:	EQU:OTHER	10 PROFILE	: EQP:OTHER	
Approva	Signature	tr	Approval Sigi	nature		Approval Sig	inature	_

Supplier:	111 : WAL	S 1ST AVENUE JSAU WI 5440 ed States	1	Fax: (800	0000032468	Req 000 Req EAS	siness Unit: ID: 1009445 uisition Nam TBAYMEN uester	GENFD Date 04/27/2017 e:	OPEN Page 3 Bldg#
Ship To:	ema REC 10 C		KWAY			Jea Req Buy App	nne M. Croff uester Signature	as Shewmaker	PE/H/A
Line-Schd		Description					ity UOM		xtended Amt Due Date
18-1			E LEAGUE REV #'S BLACK/WH 2 XL		'ITH 2-C	3	EA	29.00	87.00 05/11/201
ASSET D	EPT:	PE/H/A	LOCATION:	04GYM	CATEGOR	: EQI	J:OTHER 3	PROFILE: EQP	OTHER
19-1		SHORT, NII 621949-012	KE LEAGUE PR MEDIUM	ACTICE BL	ACK SKU	2	EA	18.00	36.00 05/11/2017
ASSET D	EPT:	PE/H/A	LOCATION:	04GYM	CATEGORY	EQU	J:OTHER 2	PROFILE: EQP	OTHER
20-1		SHORT, NII 621949-012	KE LEAGUE PR	ACTICE BL	ACK SKU	10	EA	18.00	180.00 05/11/201
ASSET D	EPT:	PE/H/A	LOCATION:	04GYM	CATEGORY	: EQU	J:OTHER 10	PROFILE: EQP	OTHER
21-1		SHORT, NII 621949-012	KE LEAGUE PR	ACTICE BL	ACK SKU	3	EA	18.00	54.00 05/11/2017
ASSET D	EPT:	PE/H/A	LOCATION:	04GYM	CATEGORY	EQU	J:OTHER 3	PROFILE: EQP	OTHER
22-1		BACKPACK WITH TEAM	K, NIKE ELITE H 1 LOGO/# BLAC	OOPS MAX XK SKU 525	2.0 9010	17	EA	63.00	1,071.00 05/11/2017
ASSET D	EPT:	PE/H/A	LOCATION:	04GYM	CATEGORY	: EQU	J:OTHER 17	PROFILE: EQP:	OTHER
23-1		FREIGHT				1	EA	80.00	80.00 05/11/2017
ASSET D	EPT:	PE/H/A	LOCATION:	04GYM	CATEGORY	EQU	J:OTHER 1	PROFILE: EQP:	OTHER
					To	tal Rec	uisition Amount:		5,081.00

Approval Signature	Approval Signature	Approval Signature	
Faire			

Supplier:	EASTBAY INC	0000032468	Business Unit:	GENFD	OPEN
	111 S 1ST AVENUE WAUSAU WI 54401 United States		Req ID: 0001009445 Requisition Name: EASTBAYMEN	Date 04/27/2017	Page 4
	Phone: (916) 693-3055 email:	Fax: (800) 991-6832	Requester Jeanne M. Croff		Bldg# PE/H/A
Ship To:	RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798		Requester Signature Buyer: Nicholas Approved: Entered By: M.J	Shewmaker 27-APR-	2017
Line-Schd	Description		Quantity UOM	Price Ex	ktended Amt Due Date

6490 BUDGET FOR NEW SPORTS TEAM START-UP - FALL 2017

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BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENF	D 6490	12	FL.VI.IEQP	68202	00000	548F	5,081.00

This purchase is in compliance with the requirement of \underline{STEF} For grants/special projects $\underline{548F}$	F118 T	Purchases Charged to	Catagorical Programs, Grants or Spe	cial Project.
F119 F	For grants/special projects <u>548F</u> MASH 42717	his purchase is in compliance	with the requirement of	F
p = 1	MS + 42717		548F	
	42712		1	

pproval Signature	Approval Signature	Approval Signature
4.24.14	Part	

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	25	24	23	22	21	20	19	18	17	16	15	14	13	12	ä	10	9	00	7	6	U	4	ω	N	4						1			-	1		
																		5259010			27980010					Eastbay Sku		jm					s	EAIN SALES		11111	Xive O
If this																			621949-012	626702-012	L L	802306 V	802304 🗸	802306	802304 V	Vendor Sku		jmannion@eastbay.com	Sales Rep Email	(916) 693-3055	Sales Rep Phone	Jim Mannion/8242	Sales Rep Name/SID	HLES		5	3
is the first or																		Nike	Nike	Nike	Nike	Nike	Nike	Nike	Nike	Vendor	Prod	l.com	H	Ű	ne	42	/SID	Purchas	Paymen	check a	Custome
This is a quot der your comp																		Elite Hoops Ma:	Lea	League Revers	Legend Long-S	Elit	Elit	Elit	Elit		Product Details						-	Purchase Order	Payment Method	check account #	Customer Number
This is a quotation of goods and is subject to change regarding inventory availability and timely payment. If this is the first order your company is placing with Eastbay, please be prepared to fill out a Customer Profile and provide pro																		Elite Hoops Max Backpack 2.0 (with team logo/#)	League Practice Short	League Reversible Tank (w/ 2-C Name and #'s), black/white	Legend Long-Sleeve (with 2-Color logo on front)	Elite Posterize Shorts	Elite Posterize Jersey	Elite Posterize Shorts	Elite Posterize Jersey	Description			CONTACT NAME	4/27/2017	Order Date		Purchase Order #	UPS Ground	Ship Method	Los Rios Community College District	Customer Name
t to change re, please be prep																			Black	i) black/white	Black	White	White	Black	Black	Color			TNAME		In-Hai		Order #	round	ethod	ity College Di	r Name
garding invent																										PRICE	DECORATION				In-Hand Date					strict	
ory availability a Customer P																										ICE	RATION			Sac						Los	
and timely paym rofile and provide																		\$63.00	\$18.00	\$29.00	\$23.00	\$48.00	\$48.00	\$48.00	\$48.00	PRICE	ITEM		CONTACT PHONE	Sacramento	City	1919 Spanos Court	Address:	Men's Basketball Program	Attention:	Los Rios Community College District	Bill To:
y payment. provide proof of Tax Exemption.																	-	17	2	1	r l	1	5	1	/	NS YS	5.5 6		PHONE	Ca	State	nos Court	ess:	ball Program	tion:	ty College Di	To:
Exemption.																										YM YL YXL	6.5 7 7.5			95825	Zip					strict	
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Su F Grand																	_									3XL 4XL	11 16		CONTACT EMAIL		6	10 College Pkwy	Address:	Men's Basketball Program	Attention:	Folsom Lake College	Ship To:
Subtotal Freight Tax Grand Total																	-	-	15	15	15	15	15	15	15	QTY	TOTAL			Ca	State			am		~	
\$5,001.00 \$80.00 \$400.08 \$5,481.08																		\$1,071.00	\$270.00	\$435.00	\$345.00	\$720.00	\$720.00	\$720.00	\$720.00	TOTAL	LINE			95630	Zip						

CUSTOMER QUOTE

Croff, Jeanne

From: Sent: To: Cc: Subject:

Follow Up Flag: Flag Status: RE: Basketball Startup Follow up Flagged

Wright, Matt

Pactol, Monica

Thursday, April 20, 2017 10:17 AM

Anderson, Jae; Croff, Jeanne

Thanks Jae!

Monica,

The basketball coaches have submitted very competitive quotes to me for their uniform needs and we are \$600 dollars short in the account below. Can we transfer of \$600 additional dollars into the account below so we can process these uniform orders? I looked over the quotes closely. I am really happy with the coaches and their work on theses quotes. They really were fiscally conservative in putting these together to get within \$600 bucks.

Thanks Matt

Natt Wright

Dean, Kinesiology, Health, Athletics, and Nutrition / Athletic Director

From: Anderson, Jae Sent: Thursday, April 20, 2017 9:48 AM To: Croff, Jeanne <CroffJ@flc.losrios.edu>; Wright, Matt <WrightM@flc.losrios.edu> Subject: Basketball Startup

Hi Jeanne

Here is the basketball startup account:

GENFD 6490 12 FL.VI.IEQP 68202 00000 2017 548F

Budget Year	Account String	Current Budget	Pre-Encumbrance	Encumbrances	YTD Expenses	Available Balance
2017	GENFD 6490 12 FL.VI.IEQP 68202 00000 2017 548F	\$12,000.00	\$0.00	\$0.00	\$2,302.71	\$9,697.29

Req ID	PO ID	VENDOR	DESCRIPTION	Jrni ID	Vchr ID	Campus ID	INVOICE	POSTED	PMT STATUS	APPROP	PR-ENC	ENC
	0	0	BASKETBALL STARTUP	0002057204	0	FL07917	0	07/27/16		\$12,000.00	\$0.00	\$0.00
0001009021	0001091117	AMAZON.COM	REQ_DESCR			0	0	01/19/17		\$0.00	\$959.84	\$0.00
0001009021	0001091117	AMAZON.COM	REQ_DESCR			0	0	01/19/17		\$0.00	\$1,119.52	\$0.00
0001009021	0001091117	AMAZON.COM	REQ_DESCR			0	0	01/19/17		\$0.00	\$292.20	\$0.00
0001009021	0001091117	AMAZON.COM	WILSON SOLUTION			0	0	02/13/17		\$0.00	\$0.00	\$1,074

		1	1014				1	[1	1	
			NCAA COMPOSITE BASKETBALL									
0001009021	0001091117	AMAZON.COM	WILSON DELUXE BASKETBALL BALL RACK			0	0	02/13/17		\$0.00	\$0.00	\$297.
0001009021	0001091117	AMAZON.COM	WILSON EVOLUTION INTERMEDIATE SIZE GAME BASKETBALL, BROWN			0	0	02/13/17		\$0.00	\$0.00	\$930.
0001009021	0001091117	AMAZON.COM	REQ_DESCR			0	0	02/13/17		\$0.00	(\$292.20)	\$0.0
0001009021	0001091117	AMAZON.COM	REQ_DESCR			0	0	02/13/17		\$0.00	(\$959.84)	\$0.0
0001009021	0001091117	AMAZON.COM	REQ_DESCR			0	0	02/13/17		\$0.00	(\$1,119.52)	\$0.0
0001009021	0001091117	AMAZON.COM	WILSON EVOLUTION INTERMEDIATE SIZE GAME BASKETBALL, BROWN		00482954	0	068841184428	03/24/17		\$0.00	\$0.00	(\$930.
0001009021	0001091117	AMAZON.COM	WILSON DELUXE BASKETBALL BALL RACK		00482954	0	068841184428	03/24/17		\$0.00	\$0.00	(\$297.
0001009021	0001091117	AMAZON.COM	WILSON SOLUTION NCAA COMPOSITE BASKETBALL		00482954	0	068841184428	03/24/17		\$0.00	\$0.00	(\$1,074
	0001091117	AMAZON.COM	WILSON SOLUTION NCAA COMPOSITE	AP02067940	00482954	0	068841184428	03/27/17	Ρ	\$0.00	\$0.00	\$0.0
	0001091117	AMAZON.COM	WILSON DELUXE BASKETBALL BALL	AP02067940	00482954	0	068841184428	03/27/17	Ρ	\$0.00	\$0.00	\$0.0
	0001091117	AMAZON.COM	WILSON EVOLUTION INTERMEDIATE	AP02067940	00482954	0	068841184428	03/27/17	Ρ	\$0.00	\$0.00	\$0.0

Jae A. Anderson

Administrative Assistant to the Vice President of Instruction Folsom Lake College (916) 608-6899

TANK SHORT (INACTICE) LINES LONGSLEEVE 13-21 EAST BAY Po: 1001092461 peup: 000107 D/u/17 10L 3×C 2 pm

d El Baron السر iliacion de Corte ال

liente: NikeRetail	Equipo: 001	MO: 614374	SO: NK2_6144€
Style: 802304	Color: 010 Customer PO: 6067264		067264-81
PO #: T538073	Descripcion: FA17- M's Elite Posterize Jersey		

Embroidery / Digital:

	-		
MED	0,1		2
		EASTBAY	
LRG	10,11,14,2,20,22,23,3,4,5	PO: 0001072661 RCUR:00010791740	10
		RCUR:00010791740	
XLG	32,41,42	8/3/17 cmg	3

Tranfer / Screen Print:

I I an			
MED	0,1		2
LRG	10,11,14,2,20,22,23,3,4,5		10
XLG	32,41,42		3

Ingreso a Linea:

ingre	su a Linca.	
MED	0,1	2
LRG	10,11,14,2,20,22,23,3,4,5	10
XLG	32,41,42	3

Salida de Linea:

MED	0,1	2
LRG	10,11,14,2,20,22,23,3,4,5	10
XLG	32,41,42	3

	nd El Baron on de Cort	1		
	кеRetail	Equipo: 002	MO: 614394	SO: NK2_61448
	style: 683307	Color: 010	Customer PO: 6	067106-81
	PO #: T538181	Descripcion: FA17- W's Mod Eli	te Finals Digital Short	
.G				
XLG				