

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

10 College Parkway  
Folsom, CA 95630

**PURCHASE ORDER NO. CBF17038**

Harris Center

PO Date: Nov 29, 2016

Date Required: Dec 2, 2016

Ordered By: Sally Howard

Requisition #: 39791

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

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

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

PH: 800.343.3139 FX: 916.923.9310

| Line # | Item/Description   | QTY  | UOM | PO Price    | Extended Amount |
|--------|--|------|-----|-------------|-----------------|
| 1      | Printing Services for Harris Center - 2016 End of Year Mailer  | 1.00 | JOB | \$2,062.000 | \$2,062.00      |
|        | Printing Services to Include:<br>QTY 7600 - Letter; QTY 8600 - Reply Card, #9 Reply Security Envelope,<br>and #10 Standard Window Envelope |      |     |             |                 |
| 2      | Mail Services to Include:<br>Presort, Address and Mail   | 1.00 | JOB | \$555.000   | \$555.00        |
|        | Per attached QUOTE# AHMA-1K18W44 11/29/16<br>Postage Not Included in Quote.  |      |     |             |                 |
|        | Folsom Lake College Bulk Mail Permit # 41 to be used for Postage   |      |     |             |                 |
|        |  |      |     |             |                 |
|        |  |      |     |             |                 |
|        | Shipping/Handling (taxable)  |      |     |             |                 |

INSTRUCTIONS:

MAIL INVOICE TO:  
Mary Swanson 916.608.6695  
swansom@flc.losrios.edu

State Tax %

Sub Total

State Tax

Shipping

Total PO Amount

All shipments, invoices, and correspondence must be identified with our Purchase Order Number

Direct all deliveries and delivery documents to the SHIP TO address.

Direct all correspondence and invoices to the BILL TO address.

NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE  
*Kathleen Hubler* 11/30/16

## LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

### PURCHASE ORDER TERMS AND CONDITIONS

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

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

**CHECK ONE**

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

**CAMPUS-BASED REQUISITION**

11/29/16  
DATE

VENDOR Dome Printing  
ADDRESS 340 Commerce Circle  
CITY Sacramento  
STATE CA ZIP 95815

REQ. # CBF 39791  
PO REQUIRED(circle one) YES NO  
P.O. # CBF 17038  
DATE REQUIRED 12/2/16

| ITEM | DESCRIPTION                       | QTY  | UNIT      | UNIT PRICE | TOTAL              |
|------|-----------------------------------|------|-----------|------------|--------------------|
| 1    | HCA End of Year Mailer            |      |           |            |                    |
| 2    | Letters                           | 7600 |           |            |                    |
| 3    | #9 Reply                          | 8600 | Printing  |            | 2062 <sup>00</sup> |
| 4    | #10 window                        | 8600 |           |            |                    |
| 5    | Reply Card                        | 8600 |           |            |                    |
| 6    | Dome was selected due to finished |      |           |            |                    |
| 7    | product is superior to all other  |      | Mail Srvc |            | 555 <sup>00</sup>  |
| 8    | competitive vendors.              |      |           |            |                    |
| 9    |                                   |      |           |            |                    |
| 10   |                                   |      |           |            |                    |

**Check Distribution**

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

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

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

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

USPS mail \_\_\_\_\_

Other \_\_\_\_\_

|              |                          |
|--------------|--------------------------|
| Sub-Total    | 2062 <sup>00</sup>       |
| Sales Tax    |                          |
| Freight      |                          |
| <b>TOTAL</b> | <b>2062<sup>00</sup></b> |

Account Name BANFL Bus Unit 1 Account 4501 Fund 1 Department 831 FL. CP. FOUN Program 70901 Class 100000 Project 60109 Amount \$ 20617<sup>00</sup>

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

AUTHORIZED [Signature]  
Club Officer/Requestor

APPROVED [Signature]  
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked \_\_\_\_\_ Vendor ID \_\_\_\_\_

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

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



# Manufacturing Proposal

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

PROPOSAL SUBMITTED TO: Folsom Lake College Foundation

CONTACT NAME: Sally Howard

DATE: 11/29/2016

ISSUE #: 277707

QUOTE ID #: AHMA-1K18W44

QUOTE NAME: 2016 End of Year mailer for the Harris Center, rev

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

FINISHED SIZE: see desc

PRE-MEDIA: CLIENT TO SUPPLY: Native files

DOMESTIC TO PROVIDE: Forms and Epsoms

DESIGN SERVICES: No

FLAT SIZE:

PRESS: Letter: Black/0 no bleeds  
Reply Card: Black + PMS/0 bleed  
#9 Reply Security Envelope: Blk/0 no bleed  
#10 Std Window Envelope: Blk/0 no bleed

DIGITAL PRINTING: Variable

DIGITAL INSTRUCTIONS: need variable imprint black name & address on letter.

PAPER: Letter: 60# Whitehall opaque offset  
Reply Card: Whitehall 7pt Reply  
Reply Envelope: #9 white wove (Security envelope)

FSC: #10 Std Window Envelope: #24 white wove

PCW %:

N

BLEEDS: See Press Info

COVERAGE: 3 (1 indicates Low, 5 indicates High)

CROSSOVERS: N

PRESS CHECK: N

BINDERY: Letter: Trim to size, letter fold.

Remit Card: Trim to size

Send to Dome Direct to insert into envelopes.

MAILING SERVICES: Presort, address & mail

ADDRESS PROOFS: Inkjet proofs

INSERTING: Insert into an envelope

TABBING: N/A

MERGE/PURGE: Y

PACKAGING: Carton Pack

Note: Over-run (1m ea #10, #9, Reply card) carton separately for client.

SHIPPING: Sort and Mail

Over-run: Dome truck to Folsom Lake College.

MAIL QUANTITY: 7600

MAIL CLASS: Non-profit

MAIL CATEGORY: Letter

MAIL TRACKING:

PERMIT NUMBER: 41

NCOA: Y

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

|                            | Quantity | Price (\$) |
|----------------------------|----------|------------|
| Letter                     | 7,600    |            |
| Reply Card                 | 8,600    |            |
| #9 Reply Security Envelope | 8,600    |            |
| #10 Std Window Envelope    | 8,600    |            |

Price:  
\$2,062.00 + mail servs \$555.00, Total: \$2,617.00  
Postage not included in this quote.

Credit Terms: Net 30 days

Quoted prices do not include sales tax

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

PROPOSAL SUBMITTED BY: Jeff Major

PURCHASER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Haney, Brenda

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**From:** Haney, Brenda  
**Sent:** Tuesday, November 29, 2016 1:02 PM  
**To:** Howard, Sally  
**Subject:** DOME\_FOR HCA YE MAILER \_ RE: Voice Mail from Howard, Sally (1 minute and 5 seconds)

**Importance:** High

Hi Sally –

Yes – prepare CB REQ for Dome Printing – include statement on REQ that Dome selected, as quality of finished product is superior to all other comparative vendors quote. Attach all quotes collected. Hand-carry REQ/Docs to BSO – so that we can expedite PO to vendor by Friday 12/2/16.

Thank you,

*Brenda Haney*

Business Services

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

☎ 916.608.6635 | ✉ [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)

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**From:** Microsoft Outlook **On Behalf Of** Howard, Sally  
**Sent:** Tuesday, November 29, 2016 11:46 AM  
**To:** Haney, Brenda <[haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu)>  
**Subject:** Voice Mail from Howard, Sally (1 minute and 5 seconds)

**You received a voice mail from Howard, Sally at [w0013743@losrios.edu](mailto:w0013743@losrios.edu)**

Caller-Id: [w0013743@losrios.edu](mailto:w0013743@losrios.edu)  
Job Title: Dir. of College Advancement  
Company: FLC  
Work: [1-916-608-6643](tel:1-916-608-6643)  
E-mail: [HowardS@flc.losrios.edu](mailto:HowardS@flc.losrios.edu)  
IM Address: [w0013743@losrios.edu](mailto:w0013743@losrios.edu)

Learn how to listen to your voicemail from your desk. See the [Play-on-Phone guide](#).

# **APi-marketing**

A DIVISION OF AUBURN PRINTERS INC

13020 Earhart Ave Auburn CA 95602 • 888-282-8764

APM-Default-Standard-052016.pdf

3/27/16

Sally Howard  
Folsom Lake College  
Phone: 916-608-6643

11/28/16

E-Mail [howards@flc.losrios.edu](mailto:howards@flc.losrios.edu)

QUOTE# 38530

Sales Rep: MERRILL

Thank you for the opportunity to quote you on your printing needs. Below are the prices based on "Print Ready File" supplied. Additional charges or deductions are listed below.

Please Don't hesitate to call us if you have any questions or corrections to this quote. This Estimate is good for 30 days and does not include sales tax

|       |   |            |
|-------|---|------------|
| 7,600 | 1/0 LETTER (masters), 8.5 x 11 White 60# A/P Uncoated Offset Smooth, Offset Printed, 1 colors front in PMS ink,                       | \$ 210.67  |
| 7,600 | IMPRINT LETTER AND VARIABLE ADDRESS/ LETTERFOLDED, 8.5 x 11 Supplied 0# PrePrinted LETTER Masters , Digitally Printed Black on 1 side | \$ 397.10  |
| 8,600 | STATIC REMIT, 3.55 x 8.5 White 75# Domtar Reply Card , Offset Printed, 2 colors front in BLACK, PMS ink,                              | \$ 185.33  |
| 8,600 | #10 WINDOW ENVELOPE, 4.125 x 9.5 White 24# #10 Poly Window , Offset Printed, 1 colors front in BLACK ink,                             | \$ 485.45  |
| 8,600 | #9 ENVELOPE WITH INSIDE TINT, 3.875 x 8.875 White 24# #9 AP Regular Env. , Offset Printed, 1 colors front in BLACK ink,               | \$ 481.45  |
| 7,600 | INSERT FOLDED LETTER, REMIT CARD, REMIT ENVELOPE INTO #10 WINDOW ENVELOPE, SEAL, SORT AND DELIVER TO FOLSOM P.O.                      | \$ 819.28  |
|       |   | 0.00 *     |
|       |   | 210.67 +   |
|       |   | 397.10 +   |
|       |   | 185.33 +   |
|       |   | 485.45 +   |
|       |   | 481.45 +   |
|       |   | 819.28 +   |
|       |   | 2,579.28 * |

006

*Diff 37.72*

PRICING DOES NOT INCLUDE POSTAGE

Thank You!

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

# CommercePrinting

S E R V I C E S

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

|  |                         |
|--|-------------------------|
| To: Sally Howard Harris Center at 3 Stages | From: Kellie Melby      |
| Fax: via email                             | Page: 1 Page            |
| Phone: 608-6643                            | Date: November 22, 2016 |
| Description: Quote Request                 |                         |

Following please find the quote you requested:

**Estimate #11-172**

**Harris Center End of Year Mailer**

Letter 2 Color, 1 Side

Remit Card 2 Color, 1 Side

Return Envelope, 1 Color w/security

#10 Window Envelope for Mailing, 1 Color

Mailing Services (Client to Pay for Their Postage)

7600 of each

\$4931

*overrun not  
quoted as bid  
was already  
way too high*

**Press Time Available**

**CA Certified Small Business #3258**

**Union Print Shop**

Please call me if you have any questions.

Thanks!

Kellie Melby



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