

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001096760

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
01/30/2018		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1010614 GEORGE T ROUILLER S	04ASPH26	

Supplier: 0000002323
 GREY HOUSE PUBLISHING
 4919 ROUTE 22
 PO BOX 56
 AMENIA NY 12501-0056

Phone: (800) 562-2139
Fax: (518) 789-0556

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	Use Tax Applicable: Y	Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
		1- 1	DEFINING DOCUMENTS: EXPLORATION & COLONIAL AMERICA - ORDER# 158317	3.00	EA	280.25	840.75	02/13/2018
		2- 1	DEFINING DOCUMENTS: THE AMERICAN WEST - ORDER# 158317	3.00	EA	166.25	498.75	02/13/2018
		3- 1	DEFINING DOCUMENTS: WOMEN'S HISTORY - ORDER# 158318	3.00	EA	280.25	840.75	02/13/2018
		4- 1	DEFINING DOCUMENTS: NATIVE AMERICANS - ORDER# 158319	3.00	EA	166.25	498.75	02/13/2018
		5- 1	DEFINING DOCUMENTS: THE MIDDLE EAST - ORDER# 158320	3.00	EA	280.25	840.75	02/13/2018
		6- 1	MAGILL'S MEDICAL GUIDE, 8TH EDITION - ORDER# 158321	3.00	EA	470.25	1,410.75	02/13/2018

DISTRICT WIDE PO FOR ARC, CRC, FLC, SCC LIBRARIES

PRE-PAY INVOICE CCA027-COMP

Sub Total Amount	4,930.50
Sales Tax Amount	0.00
Total PO Amount	4,930.50

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6300	11	AR.VI.LIBR	61200	00000	041A	2,070.78	2018
GENFD	6300	11	SC.VI.LRNC	61200	00000	041A	1,429.86	2018
GENFD	6300	12	CR.VS.LRCT	61200	00000	700P	887.52	2018
GENFD	6300	12	FL.VI.LIBR	61200	00000	700P	542.34	2018

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
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

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.

Requisition

Supplier: GREY HOUSE PUBLISHING
POCKET KNIFE SQUARE
LAKEVILLE CT 06039
United States

0000002323

Business Unit: GENFD OPEN	
Req ID: 0001010614	Date: 01/24/2018
Page 1	
Requisition Name: GREY HOUSE	
Requester: Tanya George	
Requester Signature: _____	
Buyer: Nicholas Shewmaker	
Approved: _____	
Entered By: GEORGET 24-JAN-2018	

email:

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SUBSCRIPTION DEFINING DOCUMENTS/MAGILL'S MEDICAL GUIDE	1	EA	4,930.50	0.00	CANCELED
2-1	SUBSCRIPTION DEFNING DOCUMENTS MAGILL'S MEDICAL GUIDE	1	EA	4,930.50	4,930.50	

Total Requisition Amount: 4,930.50

DISTRICT WIDE PO FOR ARC, CRC ,FLC, SCC LIBRARIES

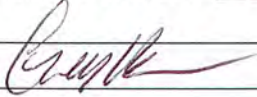
PRE-PAY INVOICE CCA027-COMP ATTACHED


BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	6300	11	AR.VI.LIBR	61200	00000	041A	2,070.80
GENFD	6300	11	SC.VI.LRNC	61200	00000	041A	1,429.85
GENFD	6300	12	CR.VS.LRCT	61200	00000	700P	887.49
GENFD	6300	12	FL.VI.LIBR	61200	00000	700P	542.36

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of Lottery

For grants/special projects FLC/CRC 700P

Name: 

Approval Signature 	Approval Signature	Approval Signature
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**SALEM
PRESS**

Published & Distributed by **GREY HOUSE PUBLISHING**
4919 Route 22, PO Box 56, Amenia NY 12501
(800) 562-2139 www.greyhouse.com

COMPOSITE INVOICE # CCA027-COMP

Date: 11/30/2017
Customer: Los Rios Community College Dist
Cust. #: CCA027
Tel: 916-608-6557-

*This is a composite invoice from our three product lines into one, so you can pay your open invoices from Grey House, Salem Press and HW Wilson with just one payment or with a single purchase order.
Items not yet published will still be billed as they are available to ship

INVOICE TO:

Los Rios Community College Dist
Amy Brinkley
10 College Parkway
Library
Folsom CA 95630

SEND PAYMENT TO:

GREY HOUSE PUBLISHING
PO Box 56
Amenia, NY 12501-0056
(800) 562-2139 x131
Tax ID #13-3044945

QUANTITY DESCRIPTION & ISBN

Order# 158317 Ship Date: 11-29-2017 Terms: 30 DAYS PO#:

		UNIT COST	EXTENSION
3	Defining Documents: Exploration & Colonial America 9781429837019	\$ 295.00	\$ 840.75
3	Defining Documents: The American West 9781619255333	\$ 175.00	\$ 498.75
Less Discount: \$ 0.00 Shipping & Handling: \$ 0.00 Sales Tax: \$ 0.00 Invoice Total: \$1,339.50		Amt. Received: \$ 0.00	
Total Due on this Order: \$1,339.50			

Order# 158318 Ship Date: Terms: 30 DAYS PO#:

3	Defining Documents: Women's History 9781682175835	\$ 295.00	\$ 840.75
Less Discount: \$ 0.00 Shipping & Handling: \$ 0.00 Sales Tax: \$ 0.00 Invoice Total: \$ 840.75		Amt. Received: \$ 0.00	
Total Due on this Order: \$ 840.75			

Order# 158319 Ship Date: Terms: 30 DAYS PO#:

3	Defining Documents: Native Americans 9781682175873	\$ 175.00	\$ 498.75
Less Discount: \$ 0.00 Shipping & Handling: \$ 0.00 Sales Tax: \$ 0.00 Invoice Total: \$ 498.75		Amt. Received: \$ 0.00	
Total Due on this Order: \$ 498.75			

Order# 158320 Ship Date: Terms: 30 DAYS PO#:

3	Defining Documents: The Middle East 9781682177020	\$ 295.00	\$ 840.75
Less Discount: \$ 0.00 Shipping & Handling: \$ 0.00 Sales Tax: \$ 0.00 Invoice Total: \$ 840.75		Amt. Received: \$ 0.00	
Total Due on this Order: \$ 840.75			

Order# 158321 Ship Date: Terms: 30 DAYS PO#:

3	Magill's Medical Guide, 8th Edition 9781682176313	\$ 495.00	\$1,410.75
Less Discount: \$ 0.00 Shipping & Handling: \$ 0.00 Sales Tax: \$ 0.00 Invoice Total: \$1,410.75		Amt. Received: \$ 0.00	
Total Due on this Order: \$1,410.75			

Grand Total Due: \$4,930.50

Make Check Payable to: Grey House Publishing, Salem Press or HW Wilson (you can make your check payable to any of our three product lines)

Remit Payment to: Grey House Publishing, PO Box 56, 4919 Route 22, Amenia, NY 12501-0056

Tax ID: 13-3044945, a W9 is available for download at www.greyhouse.com/salemW9.pdf

Please contact Customer Service at (800) 562-2139 or books@greyhouse.com if you have questions or need any further information.

THANK YOU FOR YOUR ORDER!

From: Ondricka, Deborah
To: Brinkley, Amy
Cc: Squire, Martha; Montgomery, Tammy; Thomas, Carissa
Subject: RE: Salem Joint Purchase Approval
Date: Wednesday, December 6, 2017 8:59:49 AM

Hi Amy,

Please use account GENFD 6300 AR.VI.LIBR 61200 00000 041A 2018 from American River College in the amount of \$2,070.81 for our portion of the Salem Press & Magill's Medical Guide purchases.

Thank you,

Deb

Deborah Ondricka
Librarian | Tech Services & Reference
American River College
4700 College Oak Drive
Sacramento, CA 95841
916.484.8644

From: Brinkley, Amy
Sent: Thursday, November 30, 2017 9:15 AM
To: Ondricka, Deborah <ondricd@arc.losrios.edu>; Squire, Martha <SquireM@arc.losrios.edu>; Karlsen, Jeffrey <KarlseJ@scc.losrios.edu>; Goodchild, Rebecca <GoodchR@arc.losrios.edu>; Adkins Pogue, Andi <AdkinsA@crc.losrios.edu>
Subject: Salem Joint Purchase Approval

Hi all,

Attached you'll find our Salem invoice for Defining Documents and Magill's Medical Guide in the amount of **\$4,930.50**. Below is the cost per college, calculated by FTES.

- ARC (42%): \$2,070.81
- CRC (18%): \$887.49
- FLC (11%): \$542.36
- SCC (29%): \$1,429.84

Please have an **authorized signer** from your college send approval and budget string to me and I will complete the paperwork.

From: Adkins Pogue, Andi
To: Brinkley, Amy
Subject: RE: Salem Joint Purchase Approval
Date: Thursday, November 30, 2017 10:36:03 AM

Hi Amy

Please use account GENFD 6300 12 CR.VS.LRGT 61200 00000 2018 700P from Cosumnes River college in the amount of \$887.49 for our portion of the Salem purchase.

Thank you

~~~~~  
**Andi Adkins Pogue**  
Librarian, Cosumnes River College  
8401 Center Parkway  
Sacramento, CA 95823  
Office: 916.691.7904  
Library: 916.691.7265  
[www.crc.losrios.edu/library](http://www.crc.losrios.edu/library)  
[adkinsa@crc.losrios.edu](mailto:adkinsa@crc.losrios.edu)

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**From:** Brinkley, Amy  
**Sent:** Thursday, November 30, 2017 9:15 AM  
**To:** Ondricka, Deborah <ondricd@arc.losrios.edu>; Squire, Martha <SquireM@arc.losrios.edu>; Karlsen, Jeffrey <KarlseJ@scc.losrios.edu>; Goodchild, Rebecca <GoodchR@arc.losrios.edu>; Adkins Pogue, Andi <AdkinsA@crc.losrios.edu>  
**Subject:** Salem Joint Purchase Approval

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- FLC (11%): \$542.36
- SCC (29%): \$1,429.84

Please have an **authorized signer** from your college send approval and budget string to me and I will complete the paperwork.

**Sample wording:**

Please use account GENFD 6303 12 FL.VI.LIBR 61200 00000 2017 700P from Folsom Lake

**From:** [Goodchild, Rebecca](#)  
**To:** [Brinkley, Amy](#)  
**Cc:** [Karlsen, Jeffrey](#); [Chenu-Campbell, Catherine](#); [Cross, Dolores](#)  
**Subject:** FW: Salem Joint Purchase Approval  
**Date:** Monday, December 4, 2017 3:04:13 PM

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Hi Amy,

See the email below for the budget string and approval, from Kevin Flash - our approved signer, to pay for our portion of the Salem invoice (\$1,429.84).

Let me know if you have any questions.

Rebecca

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**From:** [Flash, Kevin](#)  
**Sent:** Monday, December 04, 2017 1:19 PM  
**To:** [Goodchild, Rebecca](#)  
**Cc:** [Karlsen, Jeffrey](#); [Chenu-Campbell, Catherine](#); [Murillo, Catherine](#)  
**Subject:** Salem Joint Purchase Approval

Please use account [GENFD 6300 11 SC.VI.LRNC 61200 00000 2018 041A](#) from Sacramento City College in the amount of [\\$1,429.84](#) for our portion of the Salem invoice for Defining Documents and Magill's Medical Guide.

Thank you,

***Kevin Flash***

Dean, Learning Resources  
Sacramento City College