

LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001097602
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	Revision	Page
03/19/2018	1 - 05/14/2018	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1010970 QUINTELLM SHEWMAKERN	04VAPA VAPA	

Supplier: 0000012006
LARK IN THE MORNING MUSIC
18791 N. HWY 1
FORT BRAGG CA 95437

Phone: (707) 964-5569
Fax: (707) 964-1979

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
1- 1	BERIMBAU NATURAL FINISH MED PAINTED GOURD (2BOXES)	1.00 EA	119.90	119.90	03/13/2018
2- 1	HARMONIUM, TRIPLE REEDS, SCALE CHANGE, ETC	1.00 EA	795.00	795.00	03/13/2018
3- 1	SHIPPING	1.00 EA	78.89	78.89	03/15/2018

QUOTE / INVOICE# 222161 02/24/18

DO NOT SEND TO VENDOR

05/14/2018 PER J HARMAN - CHANGE UNIT PRICE ON LINE 2 TO \$795.00 - NEW PO TOTAL OF \$1,064.69 - NTS

Sub Total Amount	993.79
Sales Tax Amount	70.90
Total PO Amount	1,064.69

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.VTEA	10050	00000	314A	208.08	2018
GENFD	6490	12	FL.VI.VTEA	10050	00000	314A	856.61	2018

0001010970HARMANJ13-MAR-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.

Change Order Request

PO # 0001097602 Request Date: 05/14/18

College/Dept.: FLC/MUSIC

Vendor Name LARK IN THE MORNING

Change unit price on line 2 to \$795.00

Comments: Vendor price decrease, per Invoice/Order# 001884 03/21/18,
DO NOT SEND TO VENDOR – Merchandise received.

LOS RIOS COMMUNITY COLLEGE DISTRICT

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Supplier: 0000012006
 LARK IN THE MORNING MUSIC
 18791 N. HWY 1
 FORT BRAGG CA 95437

Phone: (707) 964-5569
Fax: (707) 964-1979

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798
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Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
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3- 1	SHIPPING	1.00 EA	78.89	78.89	03/15/2018

QUOTE / INVOICE# 222161 02/24/18

Sub Total Amount	1,093.79
Sales Tax Amount	78.65
Total PO Amount	1,172.44

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.VTEA	10050	00000	314A	208.08	2018
GENFD	6490	12	FL.VI.VTEA	10050	00000	314A	964.36	2018

0001010970HARMANJ13-MAR-2018

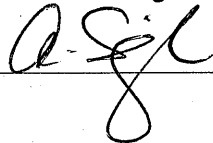
Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

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

Addition to Terms and Conditions/Revised 01/26/18

23. CERTIFICATION: CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared

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

Authorized Signature


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 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: LARK IN THE MORNING MUSIC 000012006
 18791 N. HWY 1
 FORT BRAGG CA 95437
 United States

Phone: (707) 964-5569 **Fax:** (707) 964-1979
email:

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

Business Unit: GENFD OPEN	
Req ID: 0001010970	Date: 02/23/2018
Page: 1	
Requisition Name: LARK IN THE MORNING - MUSIC	
Requester: Melonie Quintell	Bldg#: VAPA
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: QUINTELM 23-FEB-2018	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BERIMBAU NATURAL FINISH MED PAINTED GOURD (2BOXES)	1	EA	119.90	119.90	03/02/2018
2-1	HARMONIUM, TRIPLE REEDS, SCALE CHANGE, ETC	1	EA	895.00	895.00	03/02/2018
3-1	SHIPPING	1	EA	78.89	78.89	03/02/2018
4-1	TAX	1	LOT	79.30	79.30	03/02/2018

Total Requisition Amount: 1,173.09

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	FL.VI.VTEA	10050	00000	314A	1,173.09

2018 MAR 12 A 6:22



Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of VTEA

For grants/special projects 314A ~~XX A~~ **Corrected to 314A- per conversation w/ B. Mitchiner 3/13/18**

Name: S. Snowden / Veterans Dept

Approval Signature 	Approval Signature 	Approval Signature
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From:
Lark In The Morning

830 Gilman St
 Berkeley CA, 94710
 +1 (707) 964-5569
 www.larkinam.com



1 of 1

Invoice Number: 222161

February 24, 2018

Ship To:

Bill To:

Folsom Lake College
 Philip Angove
 10 College Parkway

 Folsom
 CA 95630
 (916) 608-6725

Ship Date	Ship Via	Type Sale	Terms	PO Number	Order Date	Sales Person
		Retail			2/24/2018	

Notes: Thank you!

Quantity	Shipped	B/O	Stock#	Description	Price	Extension
1			ACC104	Harmonium, triple reeds, scale change, etc	\$895.00	\$895.00
1			BRSSTM	Berimbau Painted Stripes Medium Gourd (2 Boxes)	\$119.90	\$119.90

Subtotal	Handling	Ship/Pack	Tax	COD	B/O Value	Total	Total Paid	Amount Owed
\$1014.90		\$78.89	\$79.30		\$1014.90	\$1173.09		\$1173.09

Ship/Pack amount will reflect combined amount of all shipments.

No returns without prior authorization.

We offer a 7 day trial period on returnable items. If you wish to make a return, you must call to obtain a return authorization number (no exceptions).

LOS RIOS

COMMUNITY
COLLEGE
DISTRICT

June 11, 2018

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

1919 Spanos Court
Sacramento, CA 95825
Phone: 916 568-3021
Fax: 916 561-0574
www.losrios.edu

LARK IN THE MORNING MUSIC
18791 N. HWY 1
FORT BRAGG CA. 95437

*paid
comp*

Re: Purchase order number 0001097602

Dear Sir or Madam:

*INV # 222161
CH 94-765689*

Our records indicate that we have received items for the aforementioned purchase order but payment has not been made. We do not have an open invoice on hand for these items.

Please check one of the following options and return this letter with the appropriate documentation, if applicable. If you do not respond within 30 days, we will consider the purchase order complete and paid in full. We greatly appreciate your timely response on this matter.

- Said purchase order is complete and paid in full. Final payment was received with check number _____ dated _____ in the amount of _____.
- Payment has not been received. Invoice _____ is still outstanding. (Please attach invoice.) When invoice is paid, said purchase order will be complete and paid in full.
- Payment has not been received. Invoice _____ is still outstanding. (Please attach invoice.) Said purchase order still has backordered items to be shipped. Approximate date for backordered items to be shipped is _____.
- No payment is due. All invoices have been paid to date for delivered items for said purchase order. Only backordered items remain to be shipped. Approximate date for backordered items to be shipped is _____.

Please return to: ATTENTION ACCOUNTING OPERATIONS, LOS RIOS COMMUNITY COLLEGE DISTRICT, 1919 SPANOS COURT, SACRAMENTO, CA 95825, or fax to: ATTENTION ACCOUNTING OPERATIONS, (916) 286-3636.

Sincerely,



Barbara Wong
Accounting Operations Supervisor

cc Files
FLC

Compl 12/18

Packing Slip

MARK IN THE MORNING, INC.
(707) 964-5569

Date: 03/21/2018

PO: 0001297602
RCUR: 0001883040



Ship To:		3/29/18		CMT	
FolsomLake College Receiving 10 College Parkway Folsom, CA 95630-6798 US 916.568.3071					
Order Number	S085901	Ship Method	FedEx Ground®	Tray	3
PO Number		Memo	027-S085901		
Item	Description			Quantity Shipped	Back Ordered
BRSTM	Mid-East Berimbau Painted Stripes Medium Gourd (2 Boxes)			1	0

RETURN POLICY: All merchandise, except printed or recorded material, may be returned for a full refund of the purchase price, excluding shipping & handling costs, if the customer notifies us for Return Authorization within thirty (30) days upon receipt of merchandise. The customer is responsible for all shipping charges both ways. All claims for damage or defects must be made within three (3) business days of receipt. Please retain the shipping carton and packing materials. Thank You.

PAID
1178.55
CH# 94-765689
06/21/18