

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001097733

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
03/21/2018		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1010901 MADUELLR SHEWMAKERN	04EDCA221 LIBRARY	

**Supplier:** 0000004027  
 OFFICE DEPOT INC  
 4720 NORTHGATE BLVD  
 LOS RIOS ACCT: #89574855  
 SACRAMENTO CA 95834

**Phone:** (916) 569-5122  
**Fax:** (916) 927-3409

**email:**

**Ship To:** EL DORADO CENTER  
 RECEIVING  
 6699 CAMPUS DR  
 PLACERVILLE CA 95667  
 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	CHAIR - EVOLVE MANGERS HI BACK CHAIR ITEM# 1535 GRD B FABRIC; ADJ ARMS, MESH BACK; BEEHAVE OR MOGULS FABRICS GRADE B - BLACK OR ONYX	2.00 EA	317.00	634.00	03/20/2018

QUOTE: OFFICE DEPOT / WORK SPACE INTERIORS PROPOSAL#021518BS849 DATED 02/16/18

FOR DELIVERY TO: EL DORADO CENTER - 6699 CAMPUS DRIVE, PLACERVILE, CA 95667

FOR: EDC LIBRARY BLDG A ROOM 221

Sub Total Amount	634.00
Sales Tax Amount	45.97
Total PO Amount	679.97

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	Year
GENFD	6490	12	FL.VI.IEQP	61200	00000	548E	679.97	2018

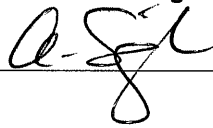
0001010901KIRKLINK20-MAR-2018

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

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:** OFFICE DEPOT INC 0000004027  
 4720 NORTHGATE BLVD  
 LOS RIOS ACCT: #89574855  
 SACRAMENTO CA 95834  
 United States

**Phone:** (916) 569-5122 **Fax:** (916) 927-3409  
**email:** Sandy.Marcel@officedepot.com

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001010901	Date: 02/15/2018
Requisition Name: Office Depot	
Requester: Regina Maduell	Bldg#: LIBRARY
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: MADUELLR 15-FEB-2018	

**Ship To:** RECEIVING  
 6699 CAMPUS DR  
 PLACERVILLE CA 95667

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	EVOLVE MGRS HI BACK CHAIR, GRD B FABRIC; ADJ ARMS, MESH BACK; BEEHAVE OR MOGULS FABRICS GRADE B - BLACK OR ONYX	2	EA	317.00	634.00	
ASSET DEPT: LIBRARY LOCATION: 04EDCA221 CATEGORY: EQUIP 2 PROFILE: EQP:OTHER						
2-1	TAX 7.25%	1	EA	45.97	45.97	
ASSET DEPT: LIBRARY LOCATION: 04EDCA221 CATEGORY: EQUIP 1 PROFILE: EQP:OTHER						
<b>Total Requisition Amount:</b>					<u>679.97</u>	

2 CHAIRS ITEM #1535-B-25A \$634.00  
 7.25% SALES TAX \$ 45.97  
 TOTAL \$679.97

CHAIR PRICES BASED ON 3/30/17 QUOTE ATTACHED

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	6490	12	FL.VI.IEQP	61200	00000	548E	679.97

2018 MAR - 1 P 4:55  
 P/O BUSINESS SERVICES

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of state Instr Equipment

For grants/special projects 548E

Name: mfactor

Approval Signature 	Approval Signature <u>mfactor</u>	Approval Signature
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# Requisition

**Supplier:** OFFICE DEPOT INC 0000004027  
 4720 NORTHGATE BLVD  
 LOS RIOS ACCT: #89574855  
 SACRAMENTO CA 95834  
 United States

**Phone:** (916) 569-5122 **Fax:** (916) 927-3409  
**email:**

**Ship To:** RECEIVING  
 6699 CAMPUS DR  
 PLACERVILLE CA 95667

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001010901	02/15/2018	1	
Requisition Name: OFFICE DEPOT			
Requester		Bldg#	
Regina Maduell		LIBRARY	
Requester Signature			
Buyer: Nicholas Shewmaker			
Approved:			
Entered By: MADUELLR 15-FEB-2018			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	CHAIR - EVOLVE MANGERS HI BACK CHAIR ITEM# 1535 GRD B FABRIC; ADJ ARMS, MESH BACK; BEEHAVE OR MOGULS FABRICS GRADE B - BLACK OR ONYX	2	EA	317.00	634.00	
ASSET DEPT: LIBRARY LOCATION: 04EDCA221 CATEGORY: FURN 2 PROFILE: FURN						
2-1	SALES TAX 7.25%	1	EA	45.97	45.97	
ASSET DEPT: LIBRARY LOCATION: 04EDCA221 CATEGORY: FURN 1 PROFILE: EQP:OTHER						

Total Requisition Amount: 679.97

QUOTE: OFFICE DEPOT / WORK SPACE INTERIORS PROPOSAL#021518BS849 DATED 02/16/18  
 FOR DELIVERY TO: EL DORADO CENTER - 6699 CAMPUS DRIVE, PLACERVILLE, CA 95667  
 FOR: EDC LIBRARY BLDG A ROOM 221

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	6490	12	FL.VI.IEQP	61200	00000	548E	679.97

<p><b>Purchases Charged to Catagorical Programs, Grants or Special Project.</b></p> <p>This purchase is in compliance with the requirement of _____</p> <p>For grants/special projects _____</p> <p>_____</p> <p>Name: _____</p>
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<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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**Proposal**

Date: 2/16/2018

Quote/Reference # 021518BS849

**LOS RIOS CCD FOLSOM LAKE COLLEGE**

BARBARA STOGSDILL  
Inside Furniture Specialist  
ph  
fax

100 SCHOLAR WAY  
FOLSOM CA 95630

**FURNITURE QUOTE**

Item	Qty	Product	Sell Price:	Unit	Extended
1	1	<b>FREIGHT</b> FREE FREIGHT		\$0.00	\$0.00
2	2	<b>1535</b> EVOLVE MANAGERS HIGH BACK CHAIR		\$317.00	\$634.00
		B GR B FABRIC BEEHAVE OR MOGULS BLACK OR ONYX			
		25A ARM			
<b>Total:</b>					<b>\$634.00</b>



**Proposal**

Date: 2/16/2018

Quote/Reference # 021518BS849

**LOS RIOS CCD FOLSOM LAKE COLLEGE**

BARBARA STOGSDILL  
Inside Furniture Specialist  
ph  
fax

100 SCHOLAR WAY  
FOLSOM CA 95630

**FURNITURE QUOTE**

<b>Item</b>	<b>Qty</b>	<b>Product</b>	<b>Sell Price:</b>	<b>Unit</b>	<b>Extended</b>
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**Proposal Notes**

**Deposit Required:**

**Additional Information:**



# Proposal

Date: 2/16/2018

Quote/Reference # 021518BS849

## LOS RIOS CCD FOLSOM LAKE COLLEGE

BARBARA STOGSDILL  
Inside Furniture Specialist  
ph  
fax

100 SCHOLAR WAY  
FOLSOM CA 95630

### FURNITURE QUOTE

Item	Qty	Product	Sell Price:	Unit	Extended
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#### TERMS AND CONDITIONS OF PURCHASE (FURNITURE)

- Office Depot, Inc. ("Office Depot") shall make commercially reasonable efforts to install all products as quickly as possible. However, any delivery and/or installation dates quoted to Customer are approximate, and Office Depot's obligation shall be only to deliver and/or install the products within a reasonable time. Also, due to certain factory shipment schedules, it is possible that Office Depot will be able to deliver and install portions of the job in phases. Customer will be invoiced for the items as they are delivered and payment will be due as set forth in Section 4 below.
- All prices are firm for thirty (30) days from date of proposal.
- Payment terms are net thirty (30) days from date of invoice. Customer will be invoiced for items as they are delivered. In no event shall payment be withheld for acceptable products. If any products are unacceptable or undelivered, Customer shall pay 90% of the invoice for those products delivered and acceptable and may withhold 10% until completion of the job. The balance is payable thirty (30) days after final delivery.
- All orders are subject to credit approval.
- Office Depot requires a minimum deposit equaling 33% on all orders over \$20,000. Said deposit will be applied to Customer's account until such product is delivered and invoiced. Each invoice, less its proportionate share of the deposit, will be due and payable as set forth in Section 4 above.
- All products and materials are subject to applicable taxes, as well as any applicable inbound freight and fabrication charges.
- An order is not cancelable once in production. "Quick ships" and fabric orders are not cancelable. [
- Any quotation for special order products or materials shall be approved by an authorized Customer representative for correct product number, fabric, specifications and quantities. Any services rendered to Customer to change or modify the specification and layout before or during installation will be charged to Customer at prevailing rates. If such changes or modifications result in additional products, parts, materials or labor, they will be billed to Customer at prevailing rates.
- Delivery and installation services are conducted during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. If services are requested outside of normal business hours, if special handling or equipment is required, if moving of products other than delivered is required, or if there are any unusual condition not made known to Office Depot at the time of sale, extra labor charges at prevailing rates may apply.
- If during installation, additional products are necessary or required to complete the job, such additional products and labor will be charged to Customer at prevailing rates.
- Electric current, heat, hoisting and/or elevator service will be furnished without charge to Office Depot.
- Floors shall be smooth, level and free from debris, and concrete subject to dampness shall be waterproofed prior to delivery and installation of products.
- If Customer is unwilling or unable to accept delivery or installation of the products according to the specified schedule, the products will be stored at Customer's expense, and Customer shall pay 100% of the invoice price within thirty (30) days. In addition, Customer shall pay a warehouse charge payable monthly. Double handling of a product will be charged at our normal hourly rate.
- Office Depot makes no warranties, expressed or implied, as to merchantability or as the suitability of the products for any particular purpose, except those made by the manufacturer of the products. Any claim must be made to Office Depot in writing within five (5) days after delivery or installation of the products and if no claim is so received by Office Depot it will be conclusively presumed that Customer has accepted and that the products are as represented.
- No liability shall accrue against Office Depot as a result of breach of terms and conditions caused by any strike, act of God, lockout, accident, or delay beyond its control.
- Office Depot retains, and Customer hereby grants to Office Depot, a security interest in the products to secure the purchase price therefore. The products shall remain personal property regardless of being fixed to any real property. If Customer defaults in the payment of the purchase price when due, Office Depot shall have all rights and remedies granted by the Uniform Commercial Code. A finance charge of 2% per month (annual percentage rate 24%) will be charged on all past due balances. Customer shall pay all collection costs, including attorneys fee, in the event any claim is referred to a collection agency or attorney.
- Products shipped directly to Customer shall be the responsibility of Customer except if agreed in writing that Office Depot will provide delivery and installation services. The receiving Customer is responsible to inspect products and file any necessary freight claims with freight provider.
- Manufacturer warranties apply for parts only. Labor is not included.
- It is Customer's responsibility to furnish a certified electrician to "hardwire" cubicle stations to building power.
- All items set forth in the quotation are non-returnable.
- IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, WHETHER IN AN ACTION BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE) OR ANY OTHER LEGAL THEORY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- Each party shall indemnify and hold harmless the other party from and against any and all third-party claims, demands, actions, suits, losses, liabilities, damages and all related costs and expenses, including without limitation reasonable attorneys' fees due to, arising from or relating to the negligent, willful or reckless act or omission of the indemnifying party.
- These terms and conditions shall be governed by the law of the State of Florida, without regard to conflict of laws principles.

Customer has read and understands these terms and conditions of purchase.

Customer: \_\_\_\_\_ Address: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Proposal**

Date: 2/16/2018

Quote/Reference # 021518BS849

**LOS RIOS CCD FOLSOM LAKE COLLEGE**

BARBARA STOGSDILL  
Inside Furniture Specialist  
ph  
fax

100 SCHOLAR WAY  
FOLSOM CA 95630

**FURNITURE QUOTE**

<b>Item</b>	<b>Qty</b>	<b>Product</b>	<b>Sell Price:</b>	<b>Unit</b>	<b>Extended</b>
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**Special Instructions:**

Proposal valid for 30 days

Please note: a deposit is required on all furniture orders prior to order placement

One of the following is required prior to placing your order: Signed Terms and Condition, Furniture Agreement on file or a Workspace Interiors Furniture Addendum on file

Workspace Interiors may require additional credit information, prior to placing your order

The appropriate tax will be applied at the time of invoicing

This proposal contains **Special Order** items that are **Not Returnable**

Once an order is placed, cancellations are **Not Allowed**.

Estimated leadtime is subject to the manufactures production / shipping schedule

Your signature below indicates your approval to order the items listed on this proposal.

**Purchase Order:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_



**From:** [Haney, Brenda](#)  
**To:** [Maduell, Regina](#)  
**Cc:** [Williams, Melissa](#)  
**Subject:** Current Quote Required\_ OLR#\_0001010901\_OFFICE DEPOT  
**Date:** Friday, March 2, 2018 9:28:56 AM  
**Attachments:** [OLR#\\_0001010901\\_OFFICE DEPOT INC.PDF](#)  
**Importance:** High

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Hi Regina

Hope you're doing well. Happy Friday!

Purchasing is requiring a new revived current quote for attached OLR#\_0001010901\_OFFICE DEPOT

—

As quoted submitted is dated 03/30/2017 (valid only for 30 days from date of quote), and John Duncan is no longer a Sales Rep for Office Dept.

Can you please work with Melissa Williams to obtain a revised/current quote for this requisition.

Once obtained – just email me the new quote, and BSO can proceed with clearing this OLR.

Thank you,

*Brenda Haney*

Business Services

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

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

