

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001098354

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
04/23/2018		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1011493 COOKE SHEWMAKERN	04ASPH108 EOPS	

Supplier: 0000008992
 4 IMPRINT
 101 COMMERCE STREET
 PO BOX 320
 OSHKOSH WI 54901

Phone: (877) 446-7746
Fax: (800) 355-5043

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

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	CUBE LIP MOISTURIZER	250.00 EA	1.29	322.50	04/29/2018
2- 1	SET UP CHARGE	1.00 EA	55.00	55.00	04/29/2018
3- 1	FREIGHT	1.00 EA	16.35	16.35	04/19/2018
4- 1	LIP MOISTURIZER IN JAR	250.00 EA	1.35	337.50	04/29/2018
5- 1	FREIGHT	1.00 EA	10.99	10.99	04/19/2018

QUOTE# 15581655 04/02/18

Sub Total Amount	742.34
Sales Tax Amount	55.41
Total PO Amount	797.75

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4500	12	FL.VS.EOPS	64300	00000	408B	797.75	2018


0001011493KIRKLINK19-APR-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: 4 IMPRINT
101 COMMERCE STREET
PO BOX 320
OSHKOSH WI 54901
United States

000008992

Phone: (877) 446-7746
email:

Fax: (800) 355-5043

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

Business Unit: GENFD OPEN	
Req ID: 0001011493	Date: 04/04/2018
Requisition Name: 4IMPRINT EOPS SUPPLIES	
Requester: Elizabeth Cook	Bldg#: EOPS
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: COOKE 04-APR-2018	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	CUBE LIP MOISTURIZER	250	EA	1.29	322.50	
2-1	SET UP CHARGE	1	EA	55.00	55.00	
3-1	FREIGHT	1	EA	16.35	16.35	
4-1	TAX	1	EA	29.26	29.26	
5-1	LIP MOISTURIZER IN JAR	250	EA	1.35	337.50	
6-1	TAX	1	EA	26.15	26.15	
7-1	FREIGHT	1	EA	10.99	10.99	

Total Requisition Amount: 797.75

CUBE LIP MOISTURIZER - \$322.50
1 Set-Up Charge - \$55.0000
Tax - \$29.26
Freight - \$16.35

LIP MOISTURIZER IN JAR - \$337.50
Tax 26.15
Freight 10.99

TOTAL - \$797.75

<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	4500	12	FL.VS.EOPS	64300	00000	408B	797.75

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of EOPS

For grants/special projects 408B

Name: Libby Cook

Approval Signature 	Approval Signature 	Approval Signature
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101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746
Free Fax: 800-355-5043

Main Address LIBBY COOK FOLSOM LAKE COLLEGE 10 COLLEGE PKWY FOLSOM, CA 95630-6798	Invoice Address Los Rios Community College District Accounts Payable Folsom Lake College 1919 Spanos Court Sacramento CA 95825-3981 USA	Shipping Address Libby Cook Folsom Lake College 10 College Pkwy Folsom, CA 95630-6798 USA Tel: 916-608-6721
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Quotation Number: 15581655	Questions Call: Eric Hansen
Quote Date: April 02, 2018	Phone: 877-446-7746 Ext. 8454
Quote Valid Until: May 02, 2018	Fax: 866-230-6332
Account No.: 1418877	Email: ehansen@4imprint.com

Item Cube Lip Moisturizer **Colors** (Cube,Trim): White, White

Qty	Item #	Description	Unit \$	Price \$	Total \$
250	140552	Cube Lip Moisturizer	1.2900	322.50	322.50
1	Set-Up Charge	Set-Up Charge	55.0000	55.00	55.00
		Freight		16.35	16.35
				Tax	29.26
					423.11

Artwork Instructions

Product Color (Base, Trim): White,White
Imprint Location: Top
Imprint Colors: To Be Determined

Item Lip Moisturizer in Jar **Colors** (Lid,Flavor): Black, Menthol

Qty	Item #	Description	Unit \$	Price \$	Total \$
250	124144	Lip Moisturizer in Jar	1.3500	337.50	337.50
1	Set-Up Charge	Set-Up Charge	0.0000	0.00	0.00
		Freight		10.99	10.99
				Tax	26.15
					374.64

Artwork Instructions

Product Color (Base, Trim): Black,Menthol
Imprint Location: Label
Imprint Colors: Full Color

Grand Total 797.75

*****IMPORTANT*** To place your order please let your customer service representative know you would like to proceed along with providing any artwork or changes to the quote that are needed. If paying by credit card please contact your customer service representative with your credit card details.**



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746
Free Fax: 800-355-5043

Quotation Number: 15581655
Quote Date: April 02, 2018
Quote Valid Until: May 02, 2018
Account No.: 1418877

Questions Call: Eric Hansen
Phone: 877-446-7746 Ext. 8454
Fax: 866-230-6332
Email: ehansen@4imprint.com

Shipment Details

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Estimated Delivery Date	Freight
Address as above.	250	140552		UPS Ground (Parcel)	Apr 17 2018	16.35
	250	124144		UPS Ground (Parcel)	Apr 17 2018	10.99

LOS RIOS

COMMUNITY
COLLEGE
DISTRICT

June 11, 2018

4 IMPRINT
25303 NETWORK PL
CHICAGO IL 60673-1253

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

Prnd of Pmt
Inv'd
4 B10

Re: Purchase order number 0001098354

Dear Sir or Madam:

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

Barbara Wong
Accounting Operations Supervisor

cc Files
FLC