

# LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

**PURCHASE ORDER NO 0001098358**

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

<b>Date</b> 04/24/2018	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 1011827 VANDER WERFW SHEWMAKER		<b>Location / Dept</b> ASPH135 VAPA

**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:** 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	REALSPACE CHAIR MAT FOR CARPET 911900	1.00 EA	16.05	16.05	05/03/2018
2- 1	FELLOWES STANDARD FOOTREST, GRAPHIITE 556531	1.00 EA	15.65	15.65	05/03/2018
3- 1	3M ADJUSTABLE HEIGHT MONITOR STAND 113616	1.00 EA	25.51	25.51	05/03/2018

PER QUOTE DATED 3/28/18  
 TAG FOR KC BOYLAN

<b>Sub Total Amount</b>	57.21
<b>Sales Tax Amount</b>	4.43
<b>Total PO Amount</b>	61.64

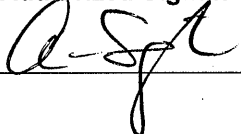
<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4500	11	FL.VI.DIVV	60100	00000	041A	61.64	2018

0001011827KIRKLINK19-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>

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.





Route: 0722  
 Stop: 000  
 Door: 055

SHIP TO  
 FOLSOM LAKE COLLEGE  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630-0000

35856501

WAVE

1-800-GO-DEPOT  
 6700 AUTOMALL PKWY.  
 FREMONT CA94538

02

RTE 0722  
 STOP 000  
 DOOR 055

WEIGHT

7.548

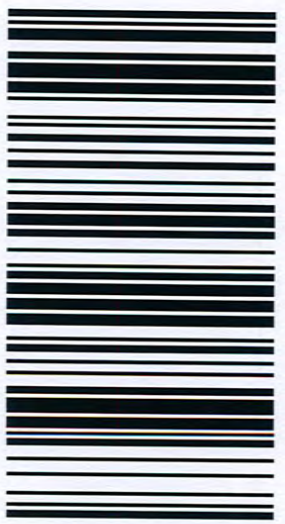
BO# 344661  
 BATCH

2138 CE

*File 135*

04:08 PM

CUST# 89574855



C11494835270876

OnTrac Ground SAC

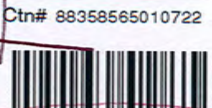
OnTrac Ground

OFFICE DEPOT

1-800-GO-DEPOT  
 6700 AUTOMALL PKWY.  
 FREMONT CA94538

Cust# 89574855  
 PACKING LIST ENCLOSED

Wave: 02  
*OFFICE DEPOT*  
 PO 0001098358  
 RLSE  
 DEPT *RCV# 0001083518*  
 DESK  
 SPCL: *4/30/18 UNITS*



Ctn# 88358565010722

WENDA VANDERWERF  
 04/25/18-04:08 PM BATCH: 2138  
 BO#: 344661

INV# 131781738/001

*Paid 94-763490*

Location	Qty	UM	Vendor Item Code	Description	SKU	UPC	Weight	Markout	Filled by
15 SC 04-54	1	EACH	48121	REST,FOOT,STANDARD	0556531	0-77511-48121-0	3.280		
34 EE 04-31	1	EACH	MS80B	STAND,MONITOR,ADJUSTABLE	0113616	0-11361-6 -	2.568		
				*****END OF CARTON*****					





# PACKING LIST

OFFICE DEPOT  
1-800-GO-DEPOT  
6700 AUTOMALL PKWY.  
FREMONT CA 94538

Order Number **131781738-001**

## Order Summary

**Shipping Address**  
00076  
FOLSOM LAKE COLLEGE  
10 COLLEGE PARKWAY  
FOLSOM CA 95630

**Customer Information**  
Customer#: 89574855  
Contact: WENDA VANDERWERF  
Phone#: 916-484-8306

**Carton Counts**  
Repack / Split Case 1  
Full Case 0  
Bulk 0  
Total 1

**Additional Information**  
PO 0001098358  
Route/Stop/Door: 0722/000/055  
Order Date: 25-Apr-2018  
Delivery Date: 26-Apr-2018

## Item Details

Line	Quantity			Item Number Mfr Code Customer Code	Description	Units	Unit Price	Total	Carton ID
	Ordered	Shipped	Back Ordered						
1	1	1	0	556531 48121 FEL48121	REST,FOOT,STANDARD	EACH	15.650	15.65	35856501
2	1	1	0	113616 MS80B MMMMS80B	STAND,MONITOR,ADJUSTABLE	EACH	25.510	25.51	35856501

*Thank you for your order. If you have any questions about your order please call us toll free at (888) 263-3423.*

*Office Depot offers a line of janitorial and sanitation products to keep your office clean and functional. For more information, contact your Customer Service Team or your Account Manager.*

PLEASE NOTE: Your orders will arrive in separate shipments. Your orders can be tracked via the Office Depot website. 131781737-001 2018-04-17

All taxable sales shipped to customers in CA are FOB destination and are made by eDepot LLC, a wholly-owned sub of Office Depot Inc.

Merchandise Total	41.16
Small Order Handling Fee	0.00
Subtotal	41.16
Sales Tax( 7.75)	3.19
Order Total	44.35
Balance Due	0.00
Terms: Acct Bill	



LOS RIOS COMMUNITY COLLEGE DISTRICT  
 1919 Spanos Court  
 Sacramento, California 95825

**MERCHANDISE RETURN MEMORANDUM**

To: Office Depot  
4720 Northgate Blvd.  
Sacramento CA 95834  
 (City) (State) (Zip)  
916.927-3409

Date Received 05/10/18  
 P.o. No. 000 1098358  
 Carrier \_\_\_\_\_  
 Ship Via - Prepaid  Collect   
 Vendor Return Authorization No. 13785187-001

THE FOLLOWING ITEM(S) ARE RETURNED HEREWITH:

ITEM NO.	QUANTITY	COMPLETE DESCRIPTION	AMOUNT
1	1	48121 Tellows Foot Rest Standard SKU 0556531	< 15.65
2	1	MS80B 3M Monitor Stand Adjustable SKU 1136116	< 25.51
		mdse s/TL	< 41.16
		S/TAX	< 3.19
		<b>Total Credit Due</b>	<b>&lt; 44.35</b>
* Duplicate / Original Order # 136158514-001 - HOLD for Credit			
PO Pacific 5/10/18 94-763490 (INV 131781738-001)			

Reason for Return Duplicate Shipment Return to  
 (Specify & describe: damaged, over-shipment, not as specified, other)

Vendor Pending OD Carrier Pick Up.

Returned for: Credit  Replacement  Repair

Returned Via: TBD:  
 (Attach Shipping Receipt)

College: Folsom Lake College Date Returned \_\_\_\_\_  
 Address: 10 College Pkwy Signed \_\_\_\_\_  
Folsom CA 95630

**Haney, Brenda**

**From:** ODOOnline@OfficeDepot.com  
**Sent:** Friday, May 11, 2018 8:56 AM  
**To:** Haney, Brenda  
**Subject:** Return Confirmation #137851871-001



**Return Order Confirmation**

Thank you for choosing Office Depot for your office supply needs. We appreciate your continued business.

**Thank you for shopping with us.**

**This email confirms your request for return order number: 137851871-001**

The parcel service designated for your return will be notified and scheduled to collect your package(s) on the assigned pickup date. Please have your items boxed and ready for shipment. To cancel this return please contact your customer service representative. You can view details of your return in the Order History section of your account.

**RETURN INFORMATION**

**Return Order Number :** **Your items are scheduled for:**  
137851871-001 Pickup - Estimated date 05/14/2018

**Return Request Date :** **Return Carrier:**  
05/11/2018 Office Depot Truck

**Original Order Number:**  
136158514-001

*Credit Invoice Pending Return.*

*Duplicate Invoice Do Not Pay Hold for Credit*

**SHIP FROM INFORMATION**

**Ship From Address:**  
**FOLSOM LAKE COLLEGE**  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630  
916-484-8306

**BILLING INFORMATION**

**Billing Contact:**  
**NICHOLAS SHEWMAKER**  
916-568-3072

**Refund Method(s):**  
**Account Billing**  
Amount: (44.35)

Return Order Number : 137851871-001



ITEM DESCRIPTION	QTY:	UNIT PRICE	UM	CREDIT
Fellowes® Standard Footrest, 3 3/4"H x 17 5/8"W x 13 1/8"D, Graphite (556531)	1	\$15.650	each	(15.65)
<del>BEST VALUE</del>				
3M™ Adjustable-Height Monitor Stand (113616)	1	\$25.510	each	(25.51)

LEGEND

QTY:: Original Quantity Ordered  
UNIT PRICE: Price per Individual Unit  
UM: Unit of Measure  
EXTENDED PRICE: Ordered Quantity x Unit Price

Subtotal: -41.16  
Tax: -3.19  
Delivery Charge: 0.00  
Misc.: 0.00

**Total Credit: -44.35**

**Return action :** Return for Credit

**Return reason :** Duplicate Order

Got a question? We're taking care of business every day, and we are ready to help. Call or [email us](#) us and one of Customer Service Specialists will provide prompt answers to all your questions

For compliance with select California laws and for financial reporting purposes, all sales shipped to California and Texas customers are made by eDepot, LLC, a wholly-owned subsidiary of Office Depot, Inc, and are F.O.B. destination point



**From:** ODCustomerService@officedepot.com  
**To:** [Haney, Brenda](mailto:Haney.Brenda)  
**Cc:** [vaishnow.saini@officedepot.com](mailto:vaishnow.saini@officedepot.com)  
**Subject:** POD for Order Number: 131781737-001 for SR#13085072  
**Date:** Friday, May 11, 2018 10:59:05 AM

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Service Request:13085072  
Order:131781737  
Customer Id:89574855

Contact Name:WENDA  
Contact email:haneyb@flc.losrios.edu  
Contact Phone:  
Route:9001728

Hi Wenda , This is reference to the Order Number: 131781737-001 .We have received your POD request . Please be advised that we have forwarded your request to concern team for POD request . You will be contacted with the resolution in 1-2 business days. Kindly call us back #888-263-3423for further assistance. Thank you for shopping With Office Depot.

Note:-:Respond to email using the REPLY TO ALL option in Outlook. DO NOT USE the FORWARD option in email.