

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001098361**

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.

<b>Date</b>	<b>Revision</b>	<b>Page</b>
04/20/2018		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Metho
<b>Reference:</b>	<b>Location / Dept</b>	
1011460 ZWERENZK SHEWMAKERN	04EDCA103 EDC	

**Supplier:** 0000006424  
 AMAZON.COM  
 P O BOX 81226  
 SEATTLE WA 98108

**Ship To:** EL DORADO CENTER  
 RECEIVING  
 6699 CAMPUS DR  
 PLACERVILLE CA 95667  
 United States

**email:**

**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	PRINTER DYMO LABEL MANAGER 1812570 PLUS WHITE LABELS; WIRELESS PLUG AND PLAY	1.00 EA	99.99	99.99	04/19/2018
2- 1	BOX, STERILITE 19638606 LARGE CLIP BOX WITH BLUE LATCH 6 PACK PER BOX	4.00 PKG	31.62	126.48	04/19/2018

ORDER# 113-5815774-6872247

<b>Sub Total Amount</b>	226.47
<b>Sales Tax Amount</b>	16.42
<b>Total PO Amount</b>	242.89

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	Year
GENFD	4300	12	FL.VI.VTEA	12050	00000	314A	242.89	2018

0001011460KIRKLINK19-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

23. CERTIFICATION: CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.

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:** AMAZON.COM  
 P O BOX 81226  
 SEATTLE WA 98108  
 United States

000006424

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001011460	Date: 04/02/2018
Page 1	
Requisition Name: AMAZON	
Requester: Kimberly Zwerenz	Bldg#: EDC
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: ZWERENZK 02-APR-2018	

**email:**

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	PRINTER DYMO LABEL MANAGER 1812570 PLUS WHITE LABELS; WIORELESS PLUG AND PLAY	1	EA	113.67	113.67	04/06/2018
2-1	BOX, STERILITE 19638606 LARGE CLIP BOX WITH BLUE LATCH 6 PACK PER BOX	4	PKG	31.62	126.48	04/06/2018
3-1	TAX 7.25%	1	EA	17.41	17.41	04/06/2018

Total Requisition Amount: 257.56

<u>BU</u> GENFD	<u>Acct</u> 4300	<u>Fd</u> 12	<u>Org</u> FL.VI.VTEA	<u>Prog</u> 12050	<u>Sub</u> 00000	<u>Proj</u> 314A	<u>Amount</u> 257.56
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**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of PERKINS

For grants/special projects 314A

Objectives: 3, 4, 7, and 9

Name: [Signature]



<p><b>Approval Signature</b>  <u>[Signature]</u></p>	<p><b>Approval Signature</b>  <u>[Signature]</u></p>	<p><b>Approval Signature</b>  <u>[Signature]</u></p>
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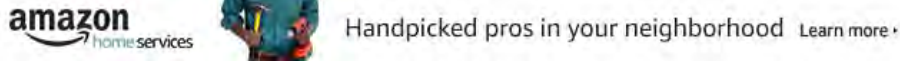
All ▾ dymo labelmanager 1812570

Deliver to kimberly placerville 95667

Departments ▾ Browsing History ▾

EN ▾ Hello, Kim Account & Lists ▾ Orders Prime ▾ Cart 0

Office Products Office Deals Supplies ▾ Printers, Ink & Toner Projectors



◀ Back to search results for "dymo labelmanager 1812570"



### DYMO LabelManager Plug N Play Label Maker (1812570) + 2 rolls of 1/2" Tape with Black

53 customer reviews  
10 questions

Best Deal

57

Save 10% on orders Wednesday, April 4? Save 13 mins and choose from 2 options at checkout.

Product sold by Amazon.com.

Plug n Play

- LM 210D
- LM 360D
- LM 420P
- LM 500TS
- Plug n Play

Wireless Plug n Play

Style: Bundle with 2 bonus rolls of White Tape

Bundle with 2 bonus rolls of Clear Tape

Bundle with 2 bonus rolls of White Tape

Machine Bundle with 1 bonus roll

Click to open expanded view

Product Packaging: Standard Packaging

- No software to install. Plug the label maker into your PC or Mac, and you're ready to create great-looking, durable labels
- Wireless lets you share with everyone on your network
- Customize labels with any fonts and graphics on your computer through PC or Mac connection
- Dymo D1 labels are water resistant and feature an easy-peel backing for care-free application and professional labels

Share

Qty: 1

Add a Protection Plan:

- 4-Year Protection for \$13.61
- 3-Year Protection for \$6.01

Add to Cart

Buy Now

1-Click ordering is not available for this item.

Deliver to kimberly - placerville 95667

Add to List



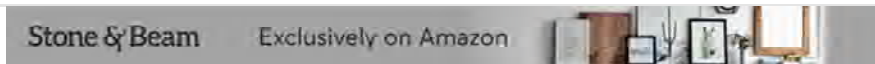
Rugged and smart all-purpose label makers by Brady

Brady BMP21-PLUS Handheld Label Printer with Rubber Bumpers, Multi-Lin...

219

\$91.35 prime

Ad feedback



Home & Kitchen > Storage & Organization > Baskets, Bins & Containers

You purchased this item on August 1, 2017. Size: 6-Pack, Large | View this order



Roll over image to zoom in

STERILITE Sterilite 19638606 Large Clip Box, Clear with Blue Aquarium Latches, 6-Pack

615 customer reviews | 81 answered questions

Amazon's Choice for "sterilite storage..."

Best Deal Price: \$31.62 Coupon 20% Subscribe & Save coupon

Your cost could be \$26.62. Eligible customers get a \$5 bonus when reloading \$100.

In Stock. Want it tomorrow, April 3? Order within 9 mins and choose One-Day Shipping at checkout.

Ships from and sold by Amazon.com. Gift-wrap available.

Table with 2 columns: Pack Size and Price. Includes options like 4-Pack, Medium (\$22.99), 6-Pack, Large (\$31.62), etc.

- Outside Dimensions: 14 x 11 x 3.25
• Includes 6 Boxes, 6 Lids
• Made in the USA. Modular items stack to efficiently utilize valuable space
• Tight-clasping latches hold lid securely to base

Share 20+ Shares

One-time purchase: \$31.62 Qty: 1 Add to Cart Buy Now

Turn on 1-Click ordering for this browser Ship to: Kimberly Zwerenz - 95667

Subscribe & Save: \$31.62

Add to List Add to your Dash Buttons

Other Sellers on Amazon \$33.12 + Free Shipping Sold by: IndustrialSupplies \$34.99 + Free Shipping Sold by: VMInnovations \$39.99 + Free Shipping Sold by: Joeyz Shopping

Used & new (17) from \$22.13 Have one to sell? Sell on Amazon



## Maryatt, Victoria

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**From:** Pedro, Jason  
**Sent:** Tuesday, April 10, 2018 5:22 PM  
**To:** Maryatt, Victoria; Zwerenz, Kim  
**Cc:** Mitchiner, Brandi  
**Subject:** RE: order for label manager and box

Sure no problem!

The barcode printer is to print out patient labels via a Laboratory Information System (LIS). The idea is to create a mock laboratory complete with fake patients and have the students run tests and interface with the LIS to input results. As such, we needed to purchase a barcode printer to print labels to place on fake patient samples.

-Jason

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**From:** Maryatt, Victoria  
**Sent:** Tuesday, April 10, 2018 3:46 PM  
**To:** Pedro, Jason; Zwerenz, Kim  
**Cc:** Mitchiner, Brandi  
**Subject:** order for label manager and box

Hi,

Brandi gave me an order for a label manager and box ton sigh using VTEA funds. Brandi said Jason explained how this is instructional supplies. Because such items are most of the time non-instructional supplies, I need a quick sentence or two from one of you describing how the item is an instructional supply. We will put that email explanation in our binder so that if audited, we can explain the item.

Regards,

Vicky Maryatt  
Dean of Career and Technical Education  
Folsom Lake College  
10 College Parkway  
Folsom, CA 95630  
916-608-6925



High risk data including social security numbers are not sent by this office unless encrypted. Agencies corresponding with this office should encrypt all high risk data before transmitting to this office. Thank you.

COMPL 17/18

**Thiessen, Levi**

**From:** Harman, Joany  
**Sent:** Tuesday, May 29, 2018 9:45 AM  
**To:** Thiessen, Levi  
**Cc:** Raines, Christopher  
**Subject:** FW: AMAZON.COM PO 0001098361 Invoiced but not received

Please process receiver per email below.

RCVR: 0001084328  
5/29/18 WMT

Thank you,

*Joany Harman*

**Joany Harman** | Business Services Supervisor  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608-6622 | f. 916.608.6553 | [harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

**From:** Zwerenz, Kim  
**Sent:** Tuesday, May 29, 2018 9:30 AM  
**To:** Harman, Joany <harmanj@flc.losrios.edu>  
**Subject:** RE: AMAZON.COM PO 0001098361 Invoiced but not received

The items have been received.

Kim Zwerenz | Science Lab  
El Dorado Center, Folsom Lake College  
Folsom Lake College | 6699 Campus Drive | Placerville, CA 95667  
☎ 530.642.5669 | ✉ [zwerenk@flc.losrios.edu](mailto:zwerenk@flc.losrios.edu)

**From:** Harman, Joany  
**Sent:** Thursday, May 24, 2018 12:03 PM  
**To:** Zwerenz, Kim <[Zwerenk@flc.losrios.edu](mailto:Zwerenk@flc.losrios.edu)>  
**Subject:** AMAZON.COM PO 0001098361 Invoiced but not received

Hello,  
Vendor has invoiced on PO 0001098361 for the item(s) listed below, however no online receiver has been processed. Vendor invoice cannot be paid without an online receiver. Warrant run is today.

PAID  
242.88  
CH#94-764581  
05/29/18