

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001098414

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 04/26/2018	Revision 1	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1011542 FUERTESL SHEWMAKERN		Location / Dept 04ASPH182 STUSVC

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

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	LANYARD HANG IN THERE LANYARD- 40" ITEM# 110303-40	1,500.00 EA	1.10	1,650.00	04/30/2018
2- 1	SET-UP CHARGE	1.00 EA	50.00	50.00	04/20/2018
3- 1	FREIGHT	1.00 EA	105.01	105.01	04/20/2018
4- 1	PENS CURVY STYLUS TWIST PEN- METALLIC 1700-MEDIUM POINT BLACK INK: PEACOCK BLUE, SLIVER ITEM# 7702-ST-MET	1,700.00 EA	0.81	1,377.00	04/30/2018
5- 1	SET-UP CHARGE	1.00 EA	25.00	25.00	04/20/2018
6- 1	FREIGHT	1.00 EA	35.73	35.73	04/20/2018

REVISED QUOTE# 15597196 04/04/18

Sub Total Amount	3,242.74
Sales Tax Amount	240.42
Total PO Amount	3,483.16

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	11	FL.VS.RCRT	63900	00000	041A	975.28	2018
GENFD	4500	11	FL.VS.RCRT	63900	00000	051C	2,507.88	2018

0001011542KIRKLINK20-APR-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.

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 000008992
 101 COMMERCE STREET
 PO BOX 320
 OSHKOSH WI 54901
 United States
Phone: (877) 446-7746 **Fax:** (800) 355-5043
email:

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

Business Unit: GENFD OPEN		
Req ID: 0001011542	Date: 04/06/2018	Page: 1
Requisition Name: 2018 4-IMPRINT		
Requester: Luz Fuertes		Bldg#: STUSVC
Requester Signature:		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: ANDREAL 06-APR-2018		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	LANYARD HANG IN THERE LANYARD- 40" ITEM# 110 30 3- 40- 40	1,500	EA	1.10	1,650.00	04/06/2018
2-1	SET-UP CHARGE	1	EA	50.00	50.00	04/06/2018
3-1	FREIGHT	1	EA	105.01	105.01	04/06/2018
4-1	SALES TAX 7.75%	1	EA	131.75	131.75	04/06/2018
5-1	PENS CURVY STYLUS TWIST PEN- METALLIC 1700-MEDIUM POINT BLACK INK: PEACOCK BLUE, SILVER ITEM# 702-ST-MET	1,700	EA	0.81	1,377.00	04/06/2018
6-1	SET-UP CHARGE	1	EA	25.00	25.00	04/06/2018
7-1	FREIGHT	1	EA	35.73	35.73	04/06/2018
8-1	SALES TAX 7.75%	1	EA	108.66	108.66	04/06/2018

Total Requisition Amount: 3,483.15

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	11	FL.VS.RCRT	63900	00000	041A	975.27
GENFD	4500	11	FL.VS.RCRT	63900	00000	051C	2,507.88

2018 APR 10 P 1:14
 FLC BUSINESS SERVICES

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
ANDREA FUERTES
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
Andrea Fuertes
Folsom Lake College
10 College Pkwy
Folsom, CA 95630-6798
USA
Tel: 916-608-6686

Order Number: 15597196
Order Date: April 04, 2018
Account No: 1418877
Reference No:

Questions Call: Matt Dahm
Phone: 877-446-7746 Ext. 8675
Fax: 800-355-5043
Email: mdahm@4imprint.com

Item Hang in There Lanyard - 40" **Colors** (Lanyard,Trim): Purple, Black

Qty	Item #	Description	Unit \$	Price \$	Total \$
1,500	110303-40	Hang in There Lanyard - 40"	1.1000	1,650.00	1,650.00
1	Set-Up Charge	Set-Up Charge	50.0000	50.00	50.00
		Freight		105.01	105.01
				Tax	131.75
					1,936.76

Artwork Instructions

Product Color (Base, Trim): Purple,Black
Imprint Location: Left-Outside & Right-Inside
Imprint Colors: White

Item Curvy Stylus Twist Pen - Metallic **Colors** (Barrel,Trim) : See Below

Qty	Item #	Description	Unit \$	Price \$	Total \$
1,700	7702-ST-MET	Curvy Stylus Twist Pen - Metallic	0.8100	1,377.00	1,377.00
		1700 - Medium Point Black Ink : Peacock Blue, Silver	0.0000	0.00	0.00
1	Set-Up Charge	Set-Up Charge	25.0000	25.00	25.00
		Freight		35.73	35.73
				Tax	108.66
					1,546.39

Artwork Instructions

Product Color (Base, Trim): Peacock Blue,Silver
Imprint Location: Barrel- Beside Clip
Imprint Colors: White

Grand Total 3,483.15



101 Commerce St
PO Box 320
Oshkosh, WI 54901

www.4imprint.com

Toll Free: 877-446-7746

Free Fax: 800-355-5043

Order Number: 15597196
Order Date: April 04, 2018
Account No.: 1418877

Questions Call: Matt Dahm
Phone: 877-446-7746 Ext. 8675
Fax: 800-355-5043
Email: mdahm@4imprint.com

Thank You! We appreciate your business.
Any overruns you may have received are yours with our compliments.

- **If paying by credit card, please contact your customer service representative with your credit card details.**
- **To insure proper credit to your account, please quote "15597196/1418877" on your check or remittance.**
- **If you are not satisfied with your order, please call 1-800-300-0764.** All claims must be made within 5 days of receipt.
- **Any questions regarding your invoice? Please call 1-800-982-8979.** Our terms are Net 30.
- **Please make checks payable to 4imprint**

4imprint Federal ID #39-1837105. A Late Payment Charge based on maximum annual percentage allowed by your state law will be applied to this balance owed under this invoice when the invoice becomes past due. The purchaser agrees to pay all of the company's reasonable attorney's fees and any collection agency fees incurred in the collection of any amount owed hereunder and not paid when due. Purchaser agrees to pay any sales or use tax. No credit will be issued for returned merchandise without our consent. This invoice is a conditional acceptance by the seller of the buyer's offer to purchase seller's goods. It may contain terms which differ from or add to those contained in the buyer's purchase order, and to the extent that this is the case, the seller hereby expressly conditions its acceptance of the buyer's offer on the buyer's assent to the additional or different terms. The buyer's receipt and retention of the goods covered by this invoice constitutes acceptance of any such additional or different terms. The buyer and seller agree that any contract hereby entered into has been made and is to be construed according to our State Law.

Please visit our website - www.4imprint.com

Please Remit to:
4imprint, Inc.
25303 Network Place
Chicago, IL 60673-1253

Shipment Details

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Guaranteed Delivery Date	Freight
Address as above.	1500	110303-40	Apr 19 2018	UPS Ground (Parcel)	Apr 26 2018	105.01
	1700	7702-ST-MET	Apr 20 2018	UPS Ground (Parcel)	Apr 24 2018	35.73

From: [Haney, Brenda](#)
To: [Kravchuk, Alina](#)
Cc: [Chueh, Valerie](#); [Fuertes, Andrea](#)
Subject: RE: Revision to_ OLR Outreach-REQ ID 0001011542
Date: Wednesday, April 18, 2018 11:19:11 AM
Attachments: [Pro Forma Invoice 15597196.pdf](#)
[image001.png](#)

Alina –

This OLR is still pending.

Just go into OLR -

- 1) Change Line# 5 Description and unit price. 2) Add revised quote & copy of this email to OLR Attachments. 3) Re-run budget check. 4) Save Changes.**

[GENFD 0001011542](#) [2018 4-IMPRINT](#) [Open FLC W1618969](#) [Fuertes,Luz Andrea](#) [Valid N](#)

By following instructions above – you do not need to submit signed revision, attachment detail will suffice, as there is no change to OLR total.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Kravchuk, Alina

Sent: Wednesday, April 18, 2018 9:22 AM

To: Haney, Brenda <haneyb@flc.losrios.edu>

Cc: Chueh, Valerie <ChuehV@flc.losrios.edu>; Fuertes, Andrea <FuerteA@flc.losrios.edu>

Subject: RE: OLR Outreach-REQ ID 0001011542

Hello Brenda,

Hope you are having a great day!! Please advise as what is the best approach to the below inquiry. Let me know if there is something I can do on my end.

Thank you,

Alina Kravchuk | Temp Administrative Assistant to Davin Brown Ed.D, Dean of Student Success
[Folsom Lake College](#) | (916) 608-6769 | KravchA@flc.losrios.edu

From: Fuertes, Andrea

Sent: Wednesday, April 18, 2018 9:16 AM

To: Kravchuk, Alina <KravchA@flc.losrios.edu>

Cc: Chueh, Valerie <ChuehV@flc.losrios.edu>

Subject: OLR Outreach-REQ ID 0001011542

Hi Alina,

I wanted to see what the process is for updating Online Reqs once we have submitted the signed copies.

I submitted my requisition last week however, I received a sample of the pens we are ordering and they don't match our college colors. The vendor has sent me a new quote with the updated pen color but I want to know if it is too late in the process to make this change.

Please let me know what I can do to make these changes or if you need any other information from me.

Thanks,
Andrea

Andrea Fuertes | Outreach Specialist

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

916.608.6589 | FuerteA@flc.losrios.edu | www.flc.losrios.edu/new-students