

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001094497  
CHANGE ORDER**

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

<b>Date</b> 08/29/2017	<b>Revision</b> 1 - 09/14/2017	<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> 1010074 MITCHINERB SHEWMAKERN04CYPH144 CTE		<b>Location / Dept</b>

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**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	CLOSED-BACK TABLE THROW - 8' FOR CTE PROGRAM MARKETING	20.00 EA	109.00	2,180.00	09/14/2017
2- 1	CARRY CASE FOR 8' TABLE THROW	20.00 EA	25.00	500.00	09/14/2017
3- 1	GROUND SHIPPING	1.00 EA	186.40	186.40	08/29/2017
4- 1	10% DISCOUNT ON LINES 1 AND 2	1.00 EA	-281.00	-281.00	09/14/2017
5- 1	CHANGE OF COPY CHARGE	13.00 EA	10.00	130.00	09/24/2017

PER QUOTE# 14430968

Artwork Instructions  
Imprint Location : Front-Center  
Color(s) : Heat Transfer

9/14/2017 PER J HARMAN - CHANGE UNIT PRICE ON LINE 3 TO \$186.40 - ADD LINE 4 "10% DISCOUNT ON LINES 1 AND 2" FOR UNIT PRICE OF (\$281.00) - ADD LINE 5 "CHANGE OF COPY CHARGE" QTY 13 UNIT PRICE \$10.00 - LINE TOTAL \$130.00 - NEW PO TOTAL OF \$2,933.18 - NTS

<b>Sub Total Amount</b>	2,715.40
<b>Sales Tax Amount</b>	217.78
<b>Total PO Amount</b>	2,933.18

<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	5890	12	FL.VI.SWPA	60100	00000	481Y	2,933.18	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.

## Change Order Request

PO #: 0001094497

Request Date: 9/13/17

College/Dept.: FLC/BSO

Vendor Name: 4 IMPRINT

**CHANGE UNIT PRICE LINE# 3 TO:** \$186.40 (FRT/SHIPPING) **Non-Taxable**

**ADD TO PO:**

**LINE# 4 DESCRIPTION:** 10% DISCOUNT ON LINES 1, 2

**QTY:** 1 **UOM:** EA **UNIT PRICE:** (\$281.00) **Taxable**

**LINE# 5 DESCRIPTION:** CHANGE OF COPY CHARGE

**QTY:** 13 **UOM:** EA **UNIT PRICE:** \$10.00 **EXT AMT:** \$130.00 **Taxable**

**LINE# 1 \$2180.00 (T)**

**LINE# 2 \$ 500.00 (T)**

**LINE# 3 \$ 186.40 (N/T)**

**LINE# 4 (\$281.00) (T)**

**LINE# 5 \$130.00 (T)**

**Subtotal \$2715.40**

**S/TX: \$ 195.97**

**NEW PO TOTAL: \$ 2911.37**

### PO COMMENTS:

AOPS REQUEST FOR CHANGE ORDER TO MACTH INV# 5707209 TO PO.

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001094497**

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

<b>Date</b> 08/29/2017	<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> 1010074 MITCHINERB SHEWMAKERN04CYPH144		<b>Location / Dept</b> CTE

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**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	CLOSED-BACK TABLE THROW - 8' FOR CTE PROGRAM MARKETING	20.00EA	109.00	2,180.00	09/14/2017
2- 1	CARRY CASE FOR 8' TABLE THROW	20.00EA	25.00	500.00	09/14/2017
3- 1	GROUND SHIPPING	1.00EA	186.32	186.32	08/29/2017

PER QUOTE# 14430968

Artwork Instructions  
 Imprint Location : Front-Center  
 Color(s) : Heat Transfer

<b>Sub Total Amount</b>	2,866.32
<b>Sales Tax Amount</b>	207.70
<b>Total PO Amount</b>	3,074.02

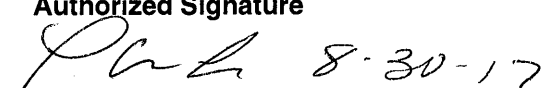
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5890	12	FL.VI.SWPA	60100	00000	481Y	3,074.02	2018

0001010074KIRKLINK28-AUG-2017

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.

# Requisition

**Supplier:** 4 IMPRINT  
 101 COMMERCE STREET  
 PO BOX 320  
 OSHKOSH WI 54901  
 United States

000008992

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

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

<b>Business Unit:</b> GENFD      OPEN	
Req ID: 0001010074	Date: 08/24/2017
Page 1	
Requisition Name: 2018 CTE Program Tablecloths	
Requester: Brandi Mitchiner	Bldg#: CTE
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: MITCHINB 24-AUG-2017	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	CLOSED-BACK TABLE THROW - 8' FOR CTE PROGRAM MARKETING	20	EA	109.00	2,180.00	09/14/2017
2-1	CARRY CASE FOR 8' TABLE THROW	20	EA	25.00	500.00	09/14/2017
3-1	GROUND SHIPPING	1	EA	186.32	186.32	09/14/2017
4-1	TAX	1	EA	201.00	201.00	09/14/2017

Total Requisition Amount:      3,067.32

Artwork Instructions  
 Imprint Location : Front-Center  
 Color(s) : Heat Transfer

<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	5890	12	FL.VI.SWPA	60100	00000	481Y	3,067.32

**Purchases Charged to Catagorical Programs, Grants or Special Project**

This purchase is in compliance with the requirement of Strongworkforce

For grants/special projects 481Y - to increase the number of students in quality career technical education programs

Name: Autonua Olymitt

Approval Signature 	Approval Signature 	Approval Signature
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## Mitchiner, Brandi

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**From:** Mitchiner, Brandi  
**Sent:** Wednesday, August 23, 2017 3:17 PM  
**To:** Mclane, Jennifer  
**Cc:** Cisneros, Claudio  
**Subject:** RE: CTE Tablecloths Naming

Hi Jen,

Please use the following list:

1. FLCworks logo only (general use tablecloths)
2. Accounting
3. Administration of Justice
4. Business
5. Management
6. Computer Information Science
7. Early Childhood Education
8. Emergency Medical Studies
9. Geographic Information Systems
10. Human Services
11. Gerontology
12. Imaging
13. Medical Laboratory Technician
14. Modern Making
15. Music
16. Nutrition
17. Real Estate
18. Theatre Arts
19. Water & Waste Water Management
20. Work Experience & Internship Program

Thanks!



**Brandi Mitchiner**

CTE Grant Coordination Clerk

Folsom Lake College | (916) 608-6924 | [mitchib@flc.losrios.edu](mailto:mitchib@flc.losrios.edu)

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**From:** Mclane, Jennifer  
**Sent:** Wednesday, August 23, 2017 2:57 PM  
**To:** Mitchiner, Brandi <MitchiB@flc.losrios.edu>  
**Subject:** RE: CTE Tablecloths Naming

Hi Brandi,

Could you provide one clear, definitive list with the final names? I started going back & forth over the corrections between these emails & I know I'm going to mess it up. Plus I haven't been privy to all the conversations. Just want to get it right.





101 Commerce Street  
Oshkosh, WI 54901

Toll Free 877-4imprint  
Fax 800-355-5043

<https://www.4imprint.com/>

Order Details	Delivery Address
Order Number: 14430968 Order Date: 8/24/2017	Brandi Mitchiner 10 College Parkway Folsom, CA 95630

Product	Description	Qty	Color	Cost/Unit	Total
2213	Closed-Back Table Throw - 8' Add for Carry Case	20 20	Black/Black	\$109.00 \$25.00	\$2,180.00 \$500.00

Artwork Instructions  
Imprint Location : Front-Center  
Color(s) : Heat Transfer

<b>Additional Notes:</b>	Freight	\$186.32
	Tax	\$201.00
	<b>Total</b>	<b>\$3,067.32</b>

**Important notice:** In most cases the prices shown are actual and final. However due to the complexities of your artwork or the customization involved with the product, additional charges may apply or some of the additional charges shown may not be chargeable. If any changes are required, we will contact you by e-mail prior to production and you will have the option to cancel your order without penalty. In any case where additional charges apply your signed approval will be required to proceed.

**We will be sending information about your order to you via e-mail.** To avoid any delays, we do ask that you check your e-mail during the time your order is in process for any updates.

**From:** [administrator@4imprint.com](mailto:administrator@4imprint.com)  
**To:** [Mitchiner, Brandi](#)  
**Subject:** 4imprint Order Approval Email  
**Date:** Thursday, August 24, 2017 9:27:09 AM

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**Thank you** for your order!

Your order number is #14430968  
Please use this number any time you are checking your order status or if you have a question regarding your order.

## ORDER DETAILS

**14430968**

Order Date:  
Thursday, August 24, 2017

**Delivery Address:**

Brandi Mitchiner  
10 College Parkway  
Folsom, CA  
95630

Item #	Description	Color	Qty	Unit Price	Extras	Total
2213	Closed-Back Table Throw - 8' Imprint On: Front-Center Imprint Color: Heat Transfer	Black / Black	20	\$109.00	\$500.00	\$2,680.00

Freight: \$186.32  
Tax: \$201.00

**ORDER TOTAL: \$3,067.32**



# Packing Slip

**4IMPRINT**

101 COMMERCE St  
OSHKOSH, WI 54901

**Order No.** 1334067  
Total Packages 1  
Packing Date 9/5/2017  
Customer PO No.: 14430968-13  
Ship Via UPS  
Ship Method GROUND

Ship-to Folsom Lake College  
Brandi Mitchiner/14430968-13  
10 COLLEGE PARKWAY  
Folsom, CA 95630

Item	Variant	Description	Qty Ordered	Qty Shipped this Shipment	UOM
109014	BLAC	STANDARD THROW 8' BLACKFULL-COLOR THERMAL IMPRINT	1	1	Each
220009G		SOFT CASE TABLE THROW38" W X 5" H X 5" D	1	1	Each

*4IMPRINT  
PO: 0001094497  
Rec'd: 0001080171  
9/11/17 LMS*