

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0003017628

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
02/27/2018		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
3006045 BARNES-LIGUORIK SHEWMA	A04ADMN PRNTSVC	

Supplier: 0000008966
 AFS INC
 PO BOX 60667
 SACRAMENTO CA 95860

Phone: (916) 870-9848
Fax: (916) 781-9856

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	BAUM 714 XLTE AIR FEED FOLDER.	1.00	EA	8,250.00	8,250.00	02/08/2018
2- 1	FOLDER CART/STAND	1.00	EA	340.00	340.00	02/08/2018
3- 1	SHIPPING AND HANDLING	1.00	CHG	350.00	350.00	02/27/2018
4- 1	INSTALLATION AND OPERATION CHECK	1.00	CHG	150.00	150.00	02/27/2018
5- 1	DISCOUNT - TRADE CHALLENGE MEDALIST 870	1.00	EA	-1,000.00	-1,000.00	02/27/2018

PER QUOTE 361

Sub Total Amount	8,090.00
Sales Tax Amount	588.23
Total PO Amount	8,678.23

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
COPFD	6490	41	FL.VA.PRNT	71000	70239	041A	8,678.23	2018

0003006045KIRKLINK08-FEB-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.

Requisition

Supplier: AFS INC 0000008966
 PO BOX 60667
 SACRAMENTO CA 95860
 United States

Phone: (916) 870-9848 **Fax:** (916) 781-9856
email:

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

Business Unit: COPFD OPEN	
Req ID: 0003006045	Date: 02/05/2018
Page 1	
Requisition Name: Baum Folder, Printing Services	
Requester Kathy Barnes-Liquori	Bldg# PRNTSVC
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: BARNES-K 05-FEB-2018	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BAUM 714 XLTE AIR FEED FOLDER.	1	EA	8,250.00	8,250.00	
	ASSET DEPT: PRNTSVC LOCATION: 04OPER207 CATEGORY: EQUIP	1		PROFILE: EQP:OTHER		
2-1	FOLDER CART/STAND	1	EA	340.00	340.00	
	ASSET DEPT: PRNTSVC LOCATION: 04OPER207 CATEGORY: EQUIP	1		PROFILE: EQP:OTHER		
3-1	SHIPPING AND HANDLING	1	CHG	350.00	350.00	
	ASSET DEPT: PRNTSVC LOCATION: 04OPER207 CATEGORY: EQUIP	1		PROFILE: EQP:OTHER		
4-1	INSTALLATION AND OPERATION CHECK	1	CHG	150.00	150.00	
	ASSET DEPT: PRNTSVC LOCATION: 04OPER207 CATEGORY: EQUIP	1		PROFILE: EQP:OTHER		
Total Requisition Amount:					<u>9,090.00</u>	

Merchandise total, taxable: \$8590.00
 Sales tax 7.25%: \$622.78
 Non-taxable: \$500.00
 Trade-in: -\$1000.00 (Challenge Medalist 870, S/N 062411)
 PO total: \$8,712.78

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
COPFD	6490	41	FL.VA.PRNT	71000	70239	041A	9,090.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of _____

For grants/special projects _____

Name: _____

Approval Signature	Approval Signature	Approval Signature
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Baum Folder 714 XLTE

	Advanced Finishing Systems (AFS)	Baum Folders	Whitaker Brothers, Inc.
Folder	\$8,250.00	\$8,250.00	\$7,672.50
Cart	\$340.00	\$340.00	\$340.00
Installation/training	\$150.00	N.A.	\$600.00
Shipping	\$350.00	\$550.00	\$250.00
Trade-in	-\$1,000.00	\$0.00	\$0.00
Total	\$8,090.00	\$9,140.00	\$8,862.50

AFS

Advanced Finishing Systems, Inc.
 P.O. Box 60667
 Sacramento, CA 95860-0667

Quote

Date	Quote #
1/11/2018	361

Name / Address
LOS RIOS COMMUNITY COLLEGE PURCHASING DEPARTMENT 1919 SPANOS COURT SACRAMENTO, CA 95825-3981

Rep
DRD

Item	Description	Qty	Cost	Total
BAUM 714 XLTE SUPPLIES	Baum Air Feed Folder	1	8,250.00	8,250.00T
	Optional Cart	1	340.00	340.00T
FREIGHT	Shipping and Handling		350.00	350.00
LABOR	Installation and Operation Check		150.00	150.00
DISCOUNT	Trade Challenge Medalist 870		-1,000.00	-1,000.00
	SACRAMENTO CO/CA Sales Tax		592.49	592.49
THANK YOU FOR YOUR BUSINESS			Total	\$8,682.49

Phone #	Fax #	E-mail
(916) 870-9848	(916) 781-9856	finishingsystems@comcast.net



BAUMFOLDER Corporation Sidney, OH 45365 USA

www.baumfolder.com

Quotation for BAUM 714XLTE DOMESTIC

Quote: FOLS_LS_1_714XLTE-2-P-1 Quote # 1 Date: 01/11/18

Acct: P.O. Number:

Sold To: FOLSOM LAKE COLLEGE PRINTING DEPT Ship To: To Be Determined
10 COLLEGE PARKWAY

FOLSOM CA 95630

Contact: KATHY LIGUORI Contact:

Phone: 916-608-6650 Phone:

Email: BARNESK@FLC.LOSRIOS.EDU Email:

Terms: Terms Per Credit Department Ship VIA: Pay and Add

PrePay-

QTY	Part No.	Description:	Retail EA.	Retail EXT.				
1	714XLTE-2-P-1	BAUM 714XLTE DOMESTIC	\$8,250.00	\$8,250.00				
1	55849-007	MOBILE CART FOR THE 714XLT	\$340.00	\$340.00				
1		Estimated Freight Quote zip 95630	\$550.00	\$550.00				
Authorized Signature: <i>Lance Symonds</i>			Total US Dollars	\$9,140.00	\$9,140.00			

Lance Symonds
Office 937-494-1201
email lance.symonds@baumfolder.com
fax 937-497-0108

Approx. Lead Time for this Equipment
#REF!

Warranty
3 Years
Warranty Information
Parts warranty only
Service labor is not included

Wire Information:	Payment Information:
Deutsche Bank 60 Wall Street 25th FL New York, NY 10005 Baumfolder Corporation Account #00494637 ABA #021001033 Swift: BKTRUS33	Baumfolder Corporation 1660 Campbell Road Sidney, Ohio USA 45365

Notes:
LEADTIME 2-3 WEEKS. DOES NOT INCLUDE INSTALLATION OR TRAINING
BAUMFOLDER WOULD CONTRACT WITH A LOCAL BAUM DEALER TO HANDLE.

Freight Quotes are valid for 15 days

Actual lead times for equipment ordered are to be confirmed when order is placed.
Quote valid for 30 Days

Whitaker Brothers, Inc.

Since 1945



3 Taft Court, Rockville, MD 20850
301 354-3000 • 800-243-9226 • Fax: 301-354-3003

9265 Dowdy Dr. #108, San Diego, CA 92126
800 689-9226 X 352 Fax 858 689-8239

<http://www.whitakerbrothers.com> e-mail: dbilawa@whitakerbrothers.com

To: Kathy Barnes Liguori
From: Devin Bilawa / Whitaker Brothers, Inc.
Date: January 11, 2018
Subj: Paper Folding System

Hello Kathy,

Thank you again for this opportunity and I have the following information for you regarding the Baum 714 XLT Air Feed Folder with Score/Perf attachment and the cart.

Baum 714 XLT Paper Folder

Your Price: \$7,672.50

Baum 714 XLT Cart

Your Price: \$340.00

Shipping: \$250.00

Sales Tax: Add if applicable

Grand Total: \$8,262.50 (excluding sales tax)

Optional

Installation/Operator Training: \$600.00

This quote is valid for 30 days

Please do not hesitate to ask if you have any questions or comments. I am here to help with anything needed. I look forward to speaking with you soon.

Thank you,

Devin Bilawa
California Account Manager
dbilawa@whitakerbrothers.com

858-689-9600

Direct: 301-354-3018

Toll Free: 800-243-9226 ext. 352

- 9265 Dowdy Dr. Ste. 108
- San Diego, CA 92126

www.whitakerbrothers.com

Veteran Owned Small Business



From: [Haney, Brenda](#)
To: [Williams, Melissa](#)
Cc: [Barnes, Kathy](#); [Kelly, Laura](#); [Shewmaker, Nicholas](#)
Subject: RE: Folder req 0003006045
Date: Wednesday, February 7, 2018 2:02:34 PM
Attachments: [OLR_0003006045 AFS Folder.pdf](#)
Importance: High

Hi Missy –

Sorry for the delay in getting back to you.

I have reviewed this OLR with Purchasing and it's prep is ok as-is .

However, we do need to clarify if AFS is simply offering a pricing discount, or if you indeed have current equipment that you would be retiring , and AFS will be physically removing it as part of this "Trade - In Credit" (Trade Challenge Medalist 870) discount?

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Williams, Melissa

Sent: Monday, February 5, 2018 3:55 PM

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

Cc: Barnes, Kathy <BarnesK@flc.losrios.edu>; Kelly, Laura <kellyla@flc.losrios.edu>

Subject: FW: Folder req 0003006045

Hello Brenda,

Attached is the req for a new Folder for Print Services. Can you please take a look and advise if Kathy completed this correctly? There is a "Trade-in" credit (see 2nd page) and we are not sure how it should be reflected in the req.

Melissa Williams | Director of Administrative Services

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

p. 916-608-6588 | f. 916-608-6746 | William@flc.losrios.edu | www.flc.losrios.edu

From: Barnes, Kathy

Sent: Monday, February 05, 2018 3:38 PM

To: Williams, Melissa <WilliaM@flc.losrios.edu>

Cc: Kelly, Laura <kellyla@flc.losrios.edu>

Subject: RE: Folder req 0003006045

OK. Here is the folder requisition, 0003006045. But I don't know if it is correct.

I don't know how to do a "Trade-in" on a requisition.

The correct numbers are all listed out in the Requisition Comments section like we do on other

requisitions. I hope that is correct.
Budget is cleared.

Kathy Barnes Liguori | Printing Services Department

Folsom Lake College | 10 College Parkway | Folsom, CA 95630
(916) 608-6650 | barnesk@flc.losrios.edu
flc-printing@flc.losrios.edu | [Online Submission](#)

Top 5 StrengthFinders strengths:

Deliberative, Analytical, Strategic, Ideation, Intellection

From: Williams, Melissa
Sent: Monday, February 5, 2018 1:12 PM
To: Barnes, Kathy <BarnesK@flc.losrios.edu>
Cc: Kelly, Laura <kellyla@flc.losrios.edu>
Subject: RE: Folder req

Kathy,

Yes, please do. Below is the printing services equipment fund to use.

COPFD	6490	41	FL.VA.PRNT	71000	70239	2018	041A
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Melissa Williams | Director of Administrative Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916-608-6588 | f. 916-608-6746 | William@flc.losrios.edu | www.flc.losrios.edu

From: Barnes, Kathy
Sent: Wednesday, January 17, 2018 12:52 PM
To: Williams, Melissa <WilliaM@flc.losrios.edu>
Cc: Kelly, Laura <kellyla@flc.losrios.edu>
Subject: Folder req

Hi Missy. Here is the folder spreadsheet and quotes. Shall I get the requisition started?

Kathy Barnes Liguori | Printing Services Department

Folsom Lake College | 10 College Parkway | Folsom, CA 95630
(916) 608-6650 | barnesk@flc.losrios.edu
flc-printing@flc.losrios.edu | [Online Submission](#)

Top 5 StrengthFinders strengths:

From: [Haney, Brenda](#)
To: [Williams, Melissa](#)
Cc: [Barnes, Kathy](#); [Kelly, Laura](#); [Shewmaker, Nicholas](#)
Subject: RE: Folder req 0003006045
Date: Thursday, February 8, 2018 7:09:19 AM

Hi Missy –

Thanks for the confirmation – we will need to know the original PO# for the folder that will be Traded In. If you do not know it, give us the year it was purchased and vendor if different than AFS.

Thank you,
Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Williams, Melissa
Sent: Wednesday, February 7, 2018 2:09 PM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Cc: Barnes, Kathy <BarnesK@flc.losrios.edu>; Kelly, Laura <kellyla@flc.losrios.edu>; Shewmaker, Nicholas <shewman@crc.losrios.edu>
Subject: RE: Folder req 0003006045

Hello Brenda,

Thank you for assisting. Yes, we have a current folder that AFS will come physically pick up and remove as the “Trade-in credit”.

Thank you.

Melissa Williams | Director of Administrative Services

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

p. 916-608-6588 | f. 916-608-6746 | William@flc.losrios.edu | www.flc.losrios.edu

From: Haney, Brenda
Sent: Wednesday, February 07, 2018 2:03 PM
To: Williams, Melissa <WilliaM@flc.losrios.edu>
Cc: Barnes, Kathy <BarnesK@flc.losrios.edu>; Kelly, Laura <kellyla@flc.losrios.edu>; Shewmaker, Nicholas <shewman@crc.losrios.edu>
Subject: RE: Folder req 0003006045
Importance: High

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Brenda Haney

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☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

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Cc: Barnes, Kathy <BarnesK@flc.losrios.edu>; Kelly, Laura <kellyla@flc.losrios.edu>

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Sent: Monday, February 05, 2018 3:38 PM

To: Williams, Melissa <WilliaM@flc.losrios.edu>

Cc: Kelly, Laura <kellyla@flc.losrios.edu>

Subject: RE: Folder req 0003006045

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Kathy Barnes Liguori | Printing Services Department

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

(916) 608-6650 | barnesk@flc.losrios.edu

flc-printing@flc.losrios.edu | [Online Submission](#)

Top 5 StrengthFinders strengths:

Deliberative, Analytical, Strategic, Ideation, Intellection

From: Williams, Melissa
Sent: Monday, February 5, 2018 1:12 PM
To: Barnes, Kathy <BarnesK@flc.losrios.edu>
Cc: Kelly, Laura <kellyla@flc.losrios.edu>
Subject: RE: Folder req

Kathy,

Yes, please do. Below is the printing services equipment fund to use.

COPFD 6490 41 FL.VA.PRNT 71000 70239 2018 041A

Melissa Williams | Director of Administrative Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916-608-6588 | f. 916-608-6746 | William@flc.losrios.edu | www.flc.losrios.edu

From: Barnes, Kathy
Sent: Wednesday, January 17, 2018 12:52 PM
To: Williams, Melissa <WilliaM@flc.losrios.edu>
Cc: Kelly, Laura <kellyla@flc.losrios.edu>
Subject: Folder req

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Folsom Lake College | 10 College Parkway | Folsom, CA 95630
(916) 608-6650 | barnesk@flc.losrios.edu
flc-printing@flc.losrios.edu | [Online Submission](#)

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From: [Barnes, Kathy](#)
To: [Haney, Brenda](#); [Williams, Melissa](#)
Cc: [Kelly, Laura](#); [Shewmaker, Nicholas](#)
Subject: RE: Folder req 0003006045
Date: Thursday, February 8, 2018 7:40:20 AM
Attachments: [AFS PO.PDF](#)

PO 0003008047, line item 4. See attached.

Kathy Barnes Liguori | Printing Services Department

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

(916) 608-6650 | barnesk@flc.losrios.edu

flc-printing@flc.losrios.edu | [Online Submission](#)

Top 5 StrengthFinders strengths:

Deliberative, Analytical, Strategic, Ideation, Intellection

From: Haney, Brenda
Sent: Thursday, February 8, 2018 7:09 AM
To: Williams, Melissa <WilliaM@flc.losrios.edu>
Cc: Barnes, Kathy <BarnesK@flc.losrios.edu>; Kelly, Laura <kellyla@flc.losrios.edu>; Shewmaker, Nicholas <shewman@crc.losrios.edu>
Subject: RE: Folder req 0003006045

Hi Missy –

Thanks for the confirmation – we will need to know the original PO# for the folder that will be Traded In. If you do not know it, give us the year it was purchased and vendor if different than AFS.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Williams, Melissa
Sent: Wednesday, February 7, 2018 2:09 PM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Cc: Barnes, Kathy <BarnesK@flc.losrios.edu>; Kelly, Laura <kellyla@flc.losrios.edu>; Shewmaker, Nicholas <shewman@crc.losrios.edu>
Subject: RE: Folder req 0003006045

Hello Brenda,

Thank you for assisting. Yes, we have a current folder that AFS will come physically pick up and remove as the “Trade-in credit”.

Thank you.

Melissa Williams | Director of Administrative Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916-608-6588 | f. 916-608-6746 | William@flc.losrios.edu | www.flc.losrios.edu

From: Haney, Brenda
Sent: Wednesday, February 07, 2018 2:03 PM
To: Williams, Melissa <WilliaM@flc.losrios.edu>
Cc: Barnes, Kathy <BarnesK@flc.losrios.edu>; Kelly, Laura <kellyla@flc.losrios.edu>; Shewmaker, Nicholas <shewman@crc.losrios.edu>
Subject: RE: Folder req 0003006045
Importance: High

Hi Missy –
Sorry for the delay in getting back to you.
I have reviewed this OLR with Purchasing and it's prep is ok as-is .

However, we do need to clarify if AFS is simply offering a pricing discount, or if you indeed have current equipment that you would be retiring , and AFS will be physically removing it as part of this "Trade - In Credit" (Trade Challenge Medalist 870) discount?

Thank you,
Brenda Haney
Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Williams, Melissa
Sent: Monday, February 5, 2018 3:55 PM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Cc: Barnes, Kathy <BarnesK@flc.losrios.edu>; Kelly, Laura <kellyla@flc.losrios.edu>
Subject: FW: Folder req 0003006045

Hello Brenda,

Attached is the req for a new Folder for Print Services. Can you please take a look and advise if Kathy completed this correctly? There is a "Trade-in" credit (see 2nd page) and we are not sure how it should be reflected in the req.

Melissa Williams | Director of Administrative Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916-608-6588 | f. 916-608-6746 | William@flc.losrios.edu | www.flc.losrios.edu

From: Barnes, Kathy
Sent: Monday, February 05, 2018 3:38 PM

To: Williams, Melissa <WilliaM@flc.losrios.edu>
Cc: Kelly, Laura <kellyla@flc.losrios.edu>
Subject: RE: Folder req 0003006045

OK. Here is the folder requisition, 0003006045. But I don't know if it is correct. I don't know how to do a "Trade-in" on a requisition. The correct numbers are all listed out in the Requisition Comments section like we do on other requisitions. I hope that is correct. Budget is cleared.

Kathy Barnes Liguori | Printing Services Department

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Top 5 StrengthFinders strengths:
Deliberative, Analytical, Strategic, Ideation, Intellection

From: Williams, Melissa
Sent: Monday, February 5, 2018 1:12 PM
To: Barnes, Kathy <Barnesk@flc.losrios.edu>
Cc: Kelly, Laura <kellyla@flc.losrios.edu>
Subject: RE: Folder req

Kathy,

Yes, please do. Below is the printing services equipment fund to use.

COPFD 6490 41 FL.VA.PRNT 71000 70239 2018 041A

Melissa Williams | Director of Administrative Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630
p. 916-608-6588 | f. 916-608-6746 | William@flc.losrios.edu | www.flc.losrios.edu

From: Barnes, Kathy
Sent: Wednesday, January 17, 2018 12:52 PM
To: Williams, Melissa <WilliaM@flc.losrios.edu>
Cc: Kelly, Laura <kellyla@flc.losrios.edu>
Subject: Folder req

Hi Missy. Here is the folder spreadsheet and quotes. Shall I get the requisition started?

Kathy Barnes Liguori | Printing Services Department

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

(916) 608-6650 | barnesk@flc.losrios.edu

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