

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001094768

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 09/18/2017	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1010149 MITCHINERB SHEWMAKERN04		Location / Dept CYPH144 CTE

Supplier: 0000034580
 ELITE PARTY RENTALS LLC
 3191 LUYUNG DR
 RANCHO CORDOVA CA 95742

Phone: (916) 852-1225

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 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	RENTAL TABLES - 8' BANQUET TABLES	8.00EA	9.00	72.00	09/26/2017
2- 1	RENTAL CHAIRS - SAMSONITE FOLDING CHAIRS	24.00EA	1.10	26.40	09/26/2017
3- 1	RENTAL - MAINTENANCE/INSURANCE FEE	1.00EA	4.90	4.90	09/26/2017
4- 1	SHIPPING/DELIVERY FEE	1.00EA	55.00	55.00	09/26/2017

EMAIL PO & QUOTE #1999 TO: elitepartyrentals@att.net

RENTALS FOR SPOTLIGHT NIGHT EVENT
 SHIP TO: FOLSOM LAKE COLLEGE - 10 COLLEGE PARKWAY, FOLSOM CA 95630
 ATTN: RECEIVING DEPT. 916.608.6994

PER QUOTE# 1999
 EVENT DATE: 09/26/17
 SHIP/DELIVERY DATE: 09/26/17
 PICK UP/RETURN DATE: 09/27/17


50% DEPOSIT WAIVED WITH RECEIPT OF AUTHORIZED PURCHASE ORDER

Sub Total Amount	158.30
Sales Tax Amount	0.00
Total PO Amount	158.30

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5601	12	FL.VI.CTEF	49000	00000	481C	158.30	2018

0001010149HARMANJ15-SEP-2017

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
 9/19/17

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 \$1M, \$2M, or \$3M AGGREGATE as prescribed by DISTRICT requirements 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. LRCCD insurance requirements can be viewed on the following website www.losrios.edu/purchasing.
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 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. CONTRACTOR further represents and warrants that any software/ hardware/ communications system/ equipment provided under this Agreement (collectively "technology") adheres to the standards and/or specifications as may be set forth in the Section 508 of the Rehabilitation Act of 1973 standards guide and is fully compliant with WCAG 2.0 AA standards for accessibility and compliant with any applicable FCC regulations. If portions of the technology or user experience are alleged to be non-compliant or non-accessible, LRCCD will provide CONTRACTOR with notice of such allegation and CONTRACTOR shall use its best efforts to make the technology compliant and accessible. CONTRACTOR shall indemnify, defend, and hold harmless LRCCD from and against any and all claims, allegations, liabilities, damages, penalties, fees, costs (including but not limited to reasonable attorneys' fees), arising out of or related to allegations the technology is not accessible.

From: [Shewmaker, Nicholas](#)
To: elitepartyrentals@att.net
Cc: [Haney, Brenda](#)
Subject: PO# 0001094768 for Folsom Lake College
Date: Tuesday, September 19, 2017 2:27:53 PM
Attachments: [1094768.pdf](#)

Hello,

Please see the attached Purchase Order and let me know if anything else is needed.

Thanks,

Nick Shewmaker
Buyer III
Los Rios Community College District, 1919 Spanos Ct., Sacramento, CA 95825
Phone: 916-568-3072 Fax: 916-568-3145

Requisition

Supplier: ELITE PARTY RENTALS LLC 0000034580
 3191 LUYUNG DR
 RANCHO CORDOVA CA 95742
 United States

Phone: (916) 852-1225
email:

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

Business Unit: GENFD OPEN		
Req ID:	Date	Page
0001010149	09/12/2017	1
Requisition Name: 2018 CTE Elite Party Rentals		
Requester	Bldg#	
Brandi Mitchiner	CTE	
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: MITCHINB 12-SEP-2017		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	RENTAL TABLES - 8' BANQUET TABLES	8	EA	9.00	72.00	09/26/2017
2-1	RENTAL CHAIRS - SAMSONITE FOLDING CHAIRS	24	EA	1.10	26.40	09/26/2017
3-1	RENTAL - MAINTENANCE/INSURANCE FEE	1	EA	4.90	4.90	09/26/2017
4-1	SHIPPING/DELIVERY FEE	1	EA	55.00	55.00	09/26/2017
5-1	7.75% TAX	1	EA	12.27	0.00	CANCELED

Total Requisition Amount: 158.30

EMAIL PO & QUOTE TO: elitepartyrentals@att.net

RENTALS FOR SPOTLIGHT NIGHT EVENT
 SHIP TO: FOLSOM LAKE COLLEGE - 10 COLLEGE PARKWAY, FOLSOM CA 95630
 ATTN: RECEIVING DEPT. 916.608.6994

PER QUOTE# 1999
 EVENT DATE: 09/26/17
 SHIP/DELIVERY DATE: 09/26/17
 PICK UP/RETURN DATE: 09/27/17

50% DEPOSIT WAIVED WITH RECEIPT OF AUTHORIZED PURCHASE ORDER

<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	5601	12	FL.VI.CTEF	49000	00000	481C	158.30

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of 813 1070 477C

For grants/special projects CTE PATHWAYS

Objectives 1-D & 4-D

Name: [Signature]

Approval Signature 	Approval Signature 	Approval Signature
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Elite Party Rentals
 3191 Luyung Dr.
 Rancho Cordova, CA 95742
 (916) 852-1225
 elitepartyrentals@att.net
 www.elitepartyrent.com

Estimate

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

SHIP TO
FOLSOM LAKE COLLEGE RECEIVING DEPT. 10 COLLEGE PARKWAY FOLSOM, CA 95630 916.608.6994

ESTIMATE #	DATE
1999	09/12/2017

SHIP DATE
 09/26/2017

EVENT DATE
 09/26/17

RETURN DATE
 09/27/17

EMAIL PO W/ QUOTE TO: elitepartyrentals@att.net

QTY	ITEMS	RATE	AMOUNT
8	8' Banquet Tables	9.00	72.00
24	Samsonite Folding Chairs	1.10	26.40
			Subtotal: 98.40
	Maintenance/Insurance Fee	4.90	4.90

SUBTOTAL 103.30
 SHIPPING 55.00
TOTAL \$158.30

Accepted By

Accepted Date

A Fifty percent (50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Chairs and tables are susceptible to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used. Cancellations are to be made 10 days prior.

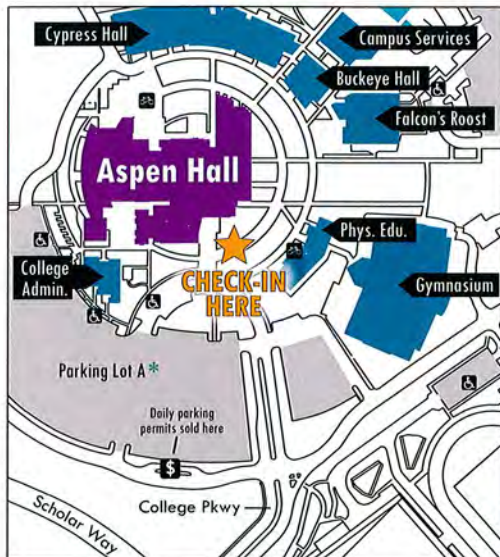
Want to learn more about Folsom Lake College? Join us for

SPOTLIGHT NIGHT

A Career and Technical Education Open House at Folsom Lake College

10 College Parkway, Folsom, CA 95630

Check-in in front of Aspen Hall



- Spotlight on Career and Technical Education (CTE) Programs
- Interactive Demonstrations and Presentations for Career Exploration
- Student-led Campus Tours

For more information,
please email:
CisnerC@flc.losrios.edu
or visit us online:
[www.flc.losrios.edu/
spotlight-night](http://www.flc.losrios.edu/spotlight-night)



*Parking is free in Parking Lot A student/community spaces. Daily \$2 parking permit is required in all other lots.