

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001095942

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

Date 11/21/2017	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1010387 GEORGET SHEWMAKERN		Location / Dept 04ASPH26

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000002323
 GREY HOUSE PUBLISHING
 POCKET KNIFE SQUARE
 LAKEVILLE CT 06039

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 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	SUBSCRIPTION - 2018 REFERENCE SHELF SCBSCRIPTION	1.00EA	897.00	897.00	11/21/2017
	DISTRICT WIDE PO FOR ARC, CRC, FLC, SCC LIBRARIES				
2- 1	SHIPPING AND HANDLING	1.00EA	12.50	12.50	11/21/2017

PRE-PAY INVOICE #346904 PER ATTACHED E-MAIL APPROVAL

Sub Total Amount	909.50
Sales Tax Amount	0.00
Total PO Amount	909.50

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6300	11	AR.VI.LIBR	61200	00000	041A	381.98	2018
GENFD	6300	11	SC.VI.LRNC	61200	00000	041A	263.76	2018
GENFD	6300	12	CR.VS.LRCT	61200	00000	700P	163.71	2018
GENFD	6300	12	FL.VI.LIBR	61200	00000	700P	100.05	2018

0001010387KIRKLINK20-NOV-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: GREY HOUSE PUBLISHING
POCKET KNIFE SQUARE
LAKEVILLE CT 06039
United States

0000002323

Business Unit: GENFD OPEN		
Req ID:	Date	Page
0001010387	11/17/2017	1
Requisition Name: GREY HOUSE PUBLISHING		
Requester Tanya George		
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: GEORGET 17-NOV-2017		

email:

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SUBSCRIPTION - 2018 REFERENCE SHELF SCBSCRIPTION	1	EA	897.00	897.00	
DISTRICT WIDE PO FOR ARC, CRC, FLC, SCC LIBRARIES						
2-1	SHIPPING AND HANDLING	1	EA	12.50	12.50	
Total Requisition Amount:					909.50	

PRE-PAY INVOICE #346904 PER ATTACHED E-MAIL APPROVAL

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proi</u>	<u>Amount</u>
GENFD	6300	11	AR.VI.LIBR	61200	00000	041A	381.98
GENFD	6300	11	SC.VI.LRNC	61200	00000	041A	263.76
GENFD	6300	12	CR.VS.LRCT	61200	00000	700P	163.71
GENFD	6300	12	FL.VI.LIBR	61200	00000	700P	100.05

Purchases Charged to Catagorical Programs, Grants or Special Project.	
This purchase is in compliance with the requirement of <u>Lottery</u>	
For grants/special projects <u>FLC/CRC</u>	<u>700P</u>
<u>ELIGIBLE Library Material</u>	
Name: <u>[Signature]</u>	

Approval Signature <u>[Signature]</u>	Approval Signature	Approval Signature
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Requisition

Supplier: GREY HOUSE PUBLISHING
POCKET KNIFE SQUARE
LAKEVILLE CT 06039
United States

0000002323

Business Unit: GENFD OPEN		Page 1
Req ID: 0001010387	Date 11/17/2017	
Requisition Name: GREY HOUSE PUBLISHING		
Requester Tanya George		
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: GEORGET 17-NOV-2017		

email:

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SUBSCRIPTION - 2018 REFERENCE SHELF SCSCRIPTION	1	EA	897.00	897.00	

DISTRICT WIDE PO FOR ARC, CRC, FLC, SCC LIBRARIES

2-1	SHIPPING AND HANDLING	1	EA	12.50	12.50	
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Total Requisition Amount: 909.50

PRE-PAY INVOICE #346904 PER ATTACHED E-MAIL APPROVAL

BU	Accl	Fd	Org	Prog	Sub	Proj	Amount
GENFD	6300	11	AR.VI.LIBR	61200	00000	041A	381.98
GENFD	6300	11	SC.VI.LRNC	61200	00000	041A	263.76
GENFD	6300	12	CR.VS.LRCT	61200	00000	700P	163.71
GENFD	6300	12	FL.VI.LIBR	61200	00000	700P	100.05

Purchases Charged to Categorical Programs, Grants or Special Project.	
This purchase is in compliance with the requirement of <u>Lottery</u>	
For grants/special projects <u>FLC/CRC</u>	<u>700P</u>
<u>ELIGIBLE Library Material</u>	
Name: <u>[Signature]</u>	

Approval Signature <u>[Signature]</u>	Approval Signature <u>Andi Adams Pogue</u>	Approval Signature
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Published & Distributed by GREY HOUSE PUBLISHING

PLEASE REMIT TO:

GREY HOUSE PUBLISHING
PO Box 56
Amenia, NY 12501-0056
(800) 562-2139 x131
Tax ID #13-3044945

CUSTOMER SERVICE
(800) 562-2139 X104
or
csr@hwwilsoninprint.com

INVOICE NO. 346904

DATE: 0-0-0

INVOICE TO:

Los Rios Comm Coll Dist
1919 Spanos Court
Attn: Accounts Payable
Sacramento CA 95825-3981

SHIP TO:

Folsom Lake College
Amy Brinkley
10 College Pkwy
Folsom CA 95630

CUSTOMER ACCOUNT NO.	SALESMAN	PURCHASE ORDER NO.	TERMS	DATE ORDER PLACED	SHIP DATE
CCA707	S-10		30 DAYS	10-16-2017	0-0-0

QUANTITY	DESCRIPTION & ISBN	UNIT COST	EXTENSION
4	Reference Shelf (2018 Subscription)	345.00	897.00

Less Discount:	.00
Shipping & Handling:	12.50
Sales Tax:	.00
Invoice Total:	909.50
Amount Received:	.00
TOTAL DUE:	909.50

Subscription Period: 2/2018 to 12/2018

Please return a copy with your remittance.

THANK YOU FOR YOUR ORDER!

Please note our new Remittance Address:

Grey House Publishing Tax ID# 13-3044945
PO Box 56, Amenia NY 12501-0056
Please call (800) 562-2139 x131 or email cthomson@greyhouse.com if you have any questions.
You can download a copy of our W9 at www.greyhouse.com/hwwW9.pdf



H.W. Wilson Customer Service
4919 Route 22, PO Box 56
Amenia NY 12501-0056
(844) 630-6369 FAX: (518) 789-0556
csr@hwwilsoninprint.com www.hwwilsoninprint.com



Grey House Publishing
4919 Route 22, PO Box 56
Amenia, NY 12501-0056
(800) 562-2139 FAX: (518) 789-0556
www.greyhouse.com books@greyhouse.com

Brinkley, Amy

From: Ondricka, Deborah
Sent: Thursday, November 02, 2017 2:26 PM
To: Brinkley, Amy
Cc: Montgomery, Tammy; Squire, Martha; Ondricka, Deborah; Thomas, Carissa
Subject: RE: HW Wilson - Reference Shelf Joint Purchase Approval

Hi Amy,

Please use account **GENFD 6300 11 AR.VI.LIBR 61200 00000 2018 041A** from **American River College** in the amount of **\$382.00** for our portion of the Reference Shelf renewal.

Thank you!

Deb

Deborah Ondricka
Librarian | Tech Services & Reference
American River College
4700 College Oak Drive
Sacramento, CA 95841
916.484.8644

From: Brinkley, Amy
Sent: Tuesday, October 31, 2017 2:05 PM
To: Squire, Martha <SquireM@arc.losrios.edu>; Ondricka, Deborah <ondricd@arc.losrios.edu>; Karlsen, Jeffrey <KarlseJ@scc.losrios.edu>; Goodchild, Rebecca <GoodchR@arc.losrios.edu>; Adkins Pogue, Andi <AdkinsA@crc.losrios.edu>
Subject: HW Wilson - Reference Shelf Joint Purchase Approval

Hi all,

We've just received the invoice for our renewal of Reference Shelf - \$909.50 total, paid for per FTES.

- ARC (42%): \$382.00
- CRC (18%): \$163.70
- FLC (11%): \$100.05
- SCC (29%): \$263.75

Invoice is attached. Please have an **authorized signer** from your college send approval and budget string to me and I will complete the paperwork.

Sample wording:

From: [Adkins Pogue, Andi](#)
To: [Haney, Brenda](#)
Cc: [George, Tanya](#); [Brinkley, Amy](#); [Shewmaker, Nicholas](#)
Subject: RE: CRC SIGNATURE REQUIRED _ CATG BOX 700P LOTTERY / OLR#_0001010387 GREY HOUSE PUBL.
Date: Wednesday, November 29, 2017 8:34:14 AM
Attachments: [ref shelf.pdf](#)

Hi Brenda –

Page 1 with my signature is attached.

Thanks,

~~~~~

**Andi Adkins Pogue**

Librarian, Cosumnes River College  
8401 Center Parkway  
Sacramento, CA 95823  
Office: 916.691.7904  
Library: 916.691.7265  
[www.crc.losrios.edu/library](http://www.crc.losrios.edu/library)  
[adkinsa@crc.losrios.edu](mailto:adkinsa@crc.losrios.edu)

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**From:** Haney, Brenda  
**Sent:** Wednesday, November 29, 2017 8:23 AM  
**To:** Adkins Pogue, Andi <AdkinsA@crc.losrios.edu>  
**Cc:** George, Tanya <georget@flc.losrios.edu>; Brinkley, Amy <BrinklA@flc.losrios.edu>  
**Subject:** CRC SIGNATURE REQUIRED \_ CATG BOX 700P LOTTERY / OLR#\_0001010387 GREY HOUSE PUBL.  
**Importance:** High

Hi Andi –

District Purchasing has requested approving signature on the CATG BOX of attached OLR#\_0001010387\_GREY HOUSE PUBL. for approval of CRC 700P Lottery funds. Although your approving email was submitted with this requisition, purchasing still requires signature for all Fund 12 budgets.

**Purchasing has placed PO on hold pending requested signature:**

1. Please print page 1 of attached PDF.
2. Have authorized approver – sign the CATG BOX, next to FLC signature.
3. Scan signed copy and email back to me at [haneyb@flc.losrios.edu](mailto:haneyb@flc.losrios.edu), and Cc. Nick Shewmaker at [shewman@losrios.edu](mailto:shewman@losrios.edu)

## Brinkley, Amy

---

**From:** Adkins Pogue, Andi  
**Sent:** Tuesday, October 31, 2017 3:33 PM  
**To:** Brinkley, Amy  
**Subject:** RE: HW Wilson - Reference Shelf Joint Purchase Approval

Please use account GENFD 6300 12 CR.VS.LRCT 61200 00000 2018 700P from CRC in the amount of \$163.70 for our portion of the Reference Shelf renewal.

Thank you!

~~~~~

Andi Adkins Pogue

Librarian, Cosumnes River College
8401 Center Parkway
Sacramento, CA 95823
Office: 916.691.7904
Library: 916.691.7265
www.crc.losrios.edu/library
adkinsa@crc.losrios.edu

From: Brinkley, Amy
Sent: Tuesday, October 31, 2017 2:05 PM
To: Squire, Martha <SquireM@arc.losrios.edu>; Ondricka, Deborah <ondricd@arc.losrios.edu>; Karlsen, Jeffrey <KarlseJ@scc.losrios.edu>; Goodchild, Rebecca <GoodchR@arc.losrios.edu>; Adkins Pogue, Andi <AdkinsA@crc.losrios.edu>
Subject: HW Wilson - Reference Shelf Joint Purchase Approval

Hi all,

We've just received the invoice for our renewal of Reference Shelf - \$909.50 total, paid for per FTES.

- ARC (42%): \$382.00
- CRC (18%): \$163.70
- FLC (11%): \$100.05
- SCC (29%): \$263.75

Invoice is attached. Please have an **authorized signer** from your college send approval and budget string to me and I will complete the paperwork.

Sample wording:

Please use account GENFD 6300 12 FL.VI.LIBR 61200 00000 2016 700P from Folsom Lake College in the amount of \$100.05 for our portion of the Reference Shelf renewal.

Thank you!
Amy

Please use account GENFD 6300 12 FL.VI.LIBR 61200 00000 2016 700P from Folsom Lake College in the amount of \$100.05 for our portion of the Reference Shelf renewal.

Thank you!
Amy

--
Amy Brinkley
Technology & Electronic Resources Librarian
Folsom Lake College
916-608-6914

Brinkley, Amy

From: Karlson, Jeffrey
Sent: Friday, November 03, 2017 4:01 PM
To: Brinkley, Amy
Cc: Goodchild, Rebecca
Subject: FW: HW Wilson - Reference Shelf Joint Purchase Approval

Hi Amy,

See attached. Thanks for coordinating this.

--
Jeff Karlson
Librarian & Library Dept Chair
Sacramento City College
(916) 558-2583
www.scc.losrios.edu/library

From: Flash, Kevin
Sent: Friday, November 03, 2017 3:49 PM
To: Karlson, Jeffrey
Cc: Goodchild, Rebecca; Cross, Dolores; Chenu-Campbell, Catherine; Murillo, Catherine
Subject: RE: HW Wilson - Reference Shelf Joint Purchase Approval

Hi Jeff,

Please use account **GENFD - 6300 - 11 - SC.VI.LRNC - 61200 - 00000 - 041A** from **Sacramento City College** in the amount of **\$263.75** for our portion of the Reference Shelf renewal.

Thank you,

Kevin Flash
Dean, Learning Resources
Sacramento City College