

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001099101

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 05/16/2018	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1012301 MEROUXL SHEWMAKERN		Location / Dept 04CYPH112 SME

Supplier: 000002554
 HOME DEPOT
 2675 E. BIDWELL
 FOLSOM CA 95630

Phone: (916) 983-0401
Fax: (916) 648-2402

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	SUNCAST STOW-AWAY 3FT 8IN X 5FT 11IN RESIN HORIZONTAL STORAGE SHED MODEL#BMS4700 INTERNET #204508963 STORE SKU#1000054844	1.00 EA	349.00	349.00	05/10/2018
2- 1	SHIPPING	1.00 EA	85.00	85.00	05/16/2018

REQUEST FOR CONFIRMING PO# DO NOT SEND TO VENDOR -

FLC BSO WILL PLACE ONLINE ORDER WITH HOME DEPOT CREDIT CARD

SEE ATTACHED HOME DEPOT ONLINE QUOTE

SHIPPING: (PALLETIZED DELIVERY REQUIRED ACROSS DOOR THRESHOLD, CONFIRMED WITH C.RAINES)

DO NOT SEND TO VENDOR

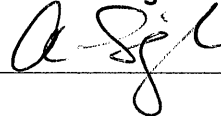
Sub Total Amount	434.00
Sales Tax Amount	27.05
Total PO Amount	461.05

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	11	FL.VA.PROJ	04010	00000	041A	461.05	2018

0001012301KIRKLINK10-MAY-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

*DO NOT SEND TO VENDOR
Confirming PO #*

Supplier: HOME DEPOT
2675 E. BIDWELL
FOLSOM CA 95630
United States

000002554

Phone: (916) 983-0401 **Fax:** (916) 648-2402
email:

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

Business Unit: GENFD OPEN		Page
Req ID:	Date	1
0001012301	05/10/2018	
Requisition Name: 2017/18 HOME DEPOT ONLINE		
Requester	Bldg#	
Linda Meroux	SME	
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: MEROUXL 10-MAY-2018		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SUNCAST STOW-AWAY 3FT 8IN X 5FT 11IN RESIN HORIZONTAL STORAGE SHED MODEL#BMS4700 INTERNET #204508963 STORE SKU#1000054844	1	EA	349.00	349.00	05/10/2018
	ASSET DEPT: SME LOCATION: 04CYPH112 CATEGORY: EQUIP	1		PROFILE: EQP:OTHER		
2-1	SHIPPING	1	EA	85.00	85.00	05/10/2018
	ASSET DEPT: SME LOCATION: 04CYPH112 CATEGORY: EQUIP	1		PROFILE: EQP:OTHER		
3-1	SALES TAX	1	EA	27.05	27.05	05/10/2018
	ASSET DEPT: SME LOCATION: 04CYPH112 CATEGORY: EQUIP	1		PROFILE: EQP:OTHER		

Total Requisition Amount: 461.05

SEE ATTACHED HOME DEPOT ONLINE QUOTE - *FLC BSO Will Place online Order w/ Home Depot Credit Card*

SHIPPING: (PALLETIZED DELIVERY REQUIRED ACROSS DOOR THRESHOLD, CONFIRMED WITH C.RAINES)

BJH

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	6490	11	FL.VA.PROJ	04010	00000	041A	461.05

FL78518 Submitted 5/10/18

Approval Signature	Approval Signature	Approval Signature
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Order #**WA20923393**

Placed on: May 11, 2018

Billing Information

**Los Rios Community College Folsom
Lake College**
1919 Spanos Ct.
SACRAMENTO CA 95825

Payment Method: HDCOM ***3955

Item	Price/Item	Qty	Line Total
Ship To Home (1 item)			
10 College Parkway , FOLSOM, CA 95630			
Suncast Stow-Away 3 ft. 8 in. x 5 ft. 11 in. Resin Horizontal Storage Shed	\$349.00	1	\$349.00

Expect It On May 23 - May 30

Subtotal	\$349.00
Shipping	\$85.00
Sales Tax	\$27.05
Total	\$461.05

Need help?

Online Customer Support:
1-800-430-3376

Custom Blinds:
1-800-658-7320

Call 7 days a week:
6 a.m. to 2 a.m. EST

Haney, Brenda

5/10 Em'd Final Call 9 AM

From: Haney, Brenda
Sent: Monday, May 7, 2018 3:46 PM
To: Santoro, Linda
Cc: McCormac, Gregory; Meroux, Linda; Anderson, Jae
Subject: Request for Home Depot Equipment Purchase / RE: Garden Storage Shed
Importance: High

Hi Linda –

This will need to be an Online Home Depot Credit Card Order, which BSO can be placed once we have a Confirming PO# -

For Your Action:

- Prepare an OLR to Home Depot - Include 3 Lines for: Item, Shipping, and Sales Tax (See Quote below). Loc Code 04LILH
- Comments: Request for Confirming PO# - FLC BSO to place online order with Home Depot Credit Card.
- Add budget code provided by VPAs office.
- Have Greg sign OLR
- Forward completed OLR to VPI / BSO ASAP – as DO Purchasing deadline for equipment requisitions has already passed.
- After completed OLR is received – BSO will obtain Confirming PO# and place online order with Home Depot.

Your Order Quote:

QTY 1 - STORAGE GARDEN SHED - Suncast Stow-Away 3 ft. 8 in. x 5 ft. 11 in. Resin Horizontal Storage Shed

- Unit Price / Subtotal \$349.00
- Shipping* \$85.00 (Palletized Delivery Required Across Door Threshold, confirmed with C. Raines).
- Sales Tax \$27.05
- Total \$461.05



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

From: Santoro, Linda
Sent: Monday, May 7, 2018 12:06 PM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: Garden Storage Shed

Hi Brenda,
The attached scan is the garden storage shed that Steve Holzberg wants to purchase. Kathleen confirmed that it could be purchased and that she would provide the budget string (see below):

~~~~~  
~~~~~

From: Kirklin, Kathleen
Sent: Wednesday, May 2, 2018 5:48 PM
To: McCormac, Gregory <McCormG@flc.losrios.edu>
Cc: Yamamura, Whitney <YamamuW@flc.losrios.edu>
Subject: Re: Garden shed, Home Depot

We did explicitly say we would purchase it for them. I have budget funds I am willing to use to make the purchase. At least some progress will be made on this issue.

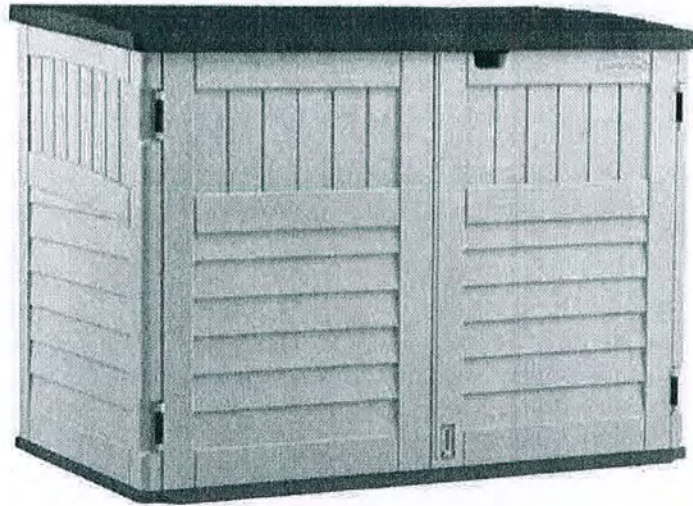
I did talk briefly with FM about the likelihood of the garden being destroyed when the Roost is expanded and the building planned adjacent to the gym is built. FM was very clear that accommodating the needs of the construction site would take precedence over maintaining the garden. It is a very high probability it will be destroyed.

Thus, I still think the best plan if action is to move the garden to grass area adjacent to Lilac Hall - FL5.

KK

So, I'm trying to determine the best way to do this purchase.

Model # BMS4700 Internet #204508963 Store SKU #1000054844



Save to Favorites

Suncast

Stow-Away 3 ft. 8 in. x 5 ft. 11 in. Resin Horizontal Storage Shed

★★★★★ (302) Write a Review

\$349⁰⁰ /each

Quantity

Not in Your Store - We'll Ship It There

Available for pickup
May 14 - May 17

We'll send it to W Sacramento for free pickup

Add to Cart

From: Christensen, Cassie
To: [Haney, Brenda](#)
Subject: Status Of Order WA20923393
Date: Wednesday, June 13, 2018 10:03:09 AM

Hello Brenda,

Thank you for being patient. I contacted Non-Stop Delivery and spoke with Persent who advised me the exception we see on this order is due to the item being damaged in transit, and we will need to re-order.

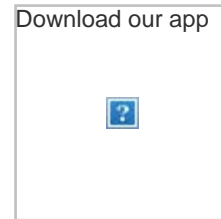
I refunded you **-\$461.05** which is the amount of the entire order, and you will see this in about 3-5 business days back onto your Home Depot credit card.

If you would like to re-order the item, you can either call in to our call center, order on your own time, or I can contact you and place the order. The new ETA would be June 25th – July 2nd.

Thank you !

■ Cassie, The Home Depot

From: The Home Depot
To: [Haney, Brenda](#)
Subject: Return Confirmation for Order WA20923393
Date: Wednesday, June 13, 2018 9:55:39 AM



Order ID: WA20923393

Order Date: May 11, 2018

Hi Los Rios Community College,

We have received these products as returns from your order. A refund in the amount shown below will be issued to the payment method used to place the order. Refunds typically reflect within 3-5 business days, though this can vary based on bank processing times.

Item	Unit Price	Qty	Item Total
Stow-Away 3 ft. 8 in. x 5 ft. 11 in. Resin Horizontal Storage Shed	Unit Price	1	Item Total
	\$349.00	1	\$349.00
Store SKU # 204508963			
Internet # 204508963			

Merchandise Subtotal:	\$349.00
Discount:	-\$0.00
Shipping:	\$85.00
Additional Shipping Charges:	\$0.00
Estimated Sales Tax:	\$27.05
Total Refund Amount:	\$461.05

You can [check your order status](#) online at any time.

Thank you for shopping with [homedepot.com](#),
Online Customer Support

From: [Haney, Brenda](#)
To: [Thiessen, Levi](#)
Cc: [Raines, Christopher](#)
Subject: HOME DEPOT Online Order#_C829143885 (Replaces Order#_WA202923393) / PO_0001099101 / Garden Shed / ETA June 25 - July 2, 2018
Date: Wednesday, June 13, 2018 10:59:34 AM
Attachments: [0001099101_HOME_DEPOT.PDF](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
Importance: High

Hi Levi / Chris –

The following Home Depot Online Order#_C829143885 (Replaces Order#_WA202923393), for PO_0001099101

Garden Shed for Biology – New ETA is June 25 – July 2, 2018

Note: This replaces original Order#_WA202923393, damaged in transit, as reported by Home Depot carrier NSD.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: The Home Depot <HomeDepot@orders.homedepot.com>

Sent: Wednesday, June 13, 2018 10:29 AM

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

Subject: We received your order!

The Home Depot



**THANKS FOR YOUR ORDER,
LOS RIOS COMMUNITY COLLEGE!**

You will receive a shipping confirmation email
once your order has shipped.

[CHECK ORDER STATUS](#)

Order Number

C829143885

PO#_0001099101

Order Date


Jun 13, 2018

Replaces Order# WA202923393_Damaged in Transit Reported by HD Carrier NSD

Ship to Home Items

Shipping Address

Folsom Lake College
Brenda Haney
10 COLLEGE PARKWAY
Folsom, CA 95630

Item	Unit Price	Qty	Item Total
 <u>Suncast Stow-Away 3 ft. 8 in. x 5 ft. 11 in. Resin Horizontal Storage Shed</u>	\$349.00	1	\$349.00

Store SKU #1000596405

Internet #204508963

Est Arrival: **2018-06-25 - 2018-07-02**

[Check Order Status](#)

Subtotal	\$349.00
Shipping	\$85.00
Sales Tax	\$27.05

Order Total **\$461.05**

From: [Haney, Brenda](#)
To: [DO-acctg_ops](#)
Cc: [Gorrell, Raelean](#); [Wong, Barbara](#)
Subject: Update RE: HOME DEPOT _ E-INVOICE# 2872936 for PO_0001099101
Date: Wednesday, June 13, 2018 11:27:12 AM
Attachments: [HD Inv#_2872936_PO0001099101.pdf](#)
[Status Of Order WA20923393.msg](#)
[Return Confirmation for Order WA20923393.msg](#)
Importance: High

Barbara / Rae –

The attached Home Depot Inv#_2872936 for PO_0001099101 should not be paid. VCHR# 522739

FLC has not received delivery – in researching:

Home Depot informed us today, that their carrier NSD reported item was damaged in-transit.

- o See attached emails : Status of Order# WA202923393 and Return Confirmation/Credit Pending.
- o Credit Invoice pending for Order# WA20293393 – we will forward copy when posted to our HD Account.

Re-Order# C829143885 has been processed by Home Depot, and they will issue new invoice when this re-order ships. New ETA is June 25-July 2, 2018 Online RCVR will be processed when FLC receives delivery.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Haney, Brenda

Sent: Thursday, May 24, 2018 1:07 PM

To: DO-acctg_ops <acctg-ops@losrios.edu>

Cc: Gorrell, Raelean <GorrelR@losrios.edu>; Wong, Barbara <WONGB@losrios.edu>

Subject: HOME DEPOT _ E-INVOICES FOR POs_1097784, 1098383, 1099101

Importance: High

E-INVOICES for HOME DEPOT POs for Online Credit Card Orders:

PO_0001097784 INV#_4490909

RCVR# 1083029 – [Authorized to Pay](#)

PO_0001098383 INV# 8200391

RCVR# 1083413 – [Authorized to Pay](#)

PO_0001099101 INV# 2872936

RCVR – [Pending, Estimated delivery May 23-30, 2018](#)