

LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO B118532
CHANGE ORDER**

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 07/27/2017	Revision 2 - 05/14/2018	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1009902 HANEYB SHEWMAKERN		Location / Dept 04ADMN SCI ENGR

Supplier: 0000004505
RALEY'S
STORE NO 405
4850 FREEPORT BLVD
SACRAMENTO CA 95822

Phone: (916) 452-3811

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	04000 - BLANKET PO FOR RALEY'S ACCT 5000072 FOR BIOLOGY SUPPLIES FROM 07/01/2017 TO 05/31/2018	1.00 EA	600.00	600.00	05/01/2018
2- 1	19050 - BLANKET PO FOR RALEY'S ACCT 5000072 FOR CHEMISTRY SUPPLIES FROM 07/01/2017 TO 05/31/2018	1.00 EA	592.00	592.00	05/01/2018
3- 1	19020 - BLANKET PO FOR RALEY'S ACCT 5000072 FOR PHYSICS SUPPLIES FROM 07/01/2017 TO 05/31/2018	1.00 EA	100.00	100.00	05/01/2018

AUTHORIZED PERSONNEL LINE 1: LINDA MEROUX, LINDA SANTORO, GREG MCCORMAC
AUTHORIZED PERSONNEL LINE 2: JEANNE HINTZE, LINDA SANTORO, GREG MCCORMAC
AUTHORIZED PERSONNEL LINE 3: THERESA HENDRICKS, LINDA SANTORO, GREG MCCORMAC

DO NOT SEND PO TO VENDOR

PY PO B117507

02/23/2018 PER J HARMAN - INCREASE LINE 1 BY \$100.00 FOR A NEW LINE TOTAL OF \$600.00 - NEW PO TOTAL OF \$1,200.00 - NTS

05/14/2018 PER J HARMAN - INCREASE LINE 2 BY \$92.00 - NEW LINE TOTAL OF \$592.00 - NEW PO TOTAL OF \$1,292.00 - NTS

Sub Total Amount	1,292.00
Sales Tax Amount	0.00
Total PO Amount	1,292.00

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.

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**PURCHASE ORDER NO B118532
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Date	Revision	Page
07/27/2017	2 - 05/14/2018	2
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Supplier: 0000004505
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Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	Year
GENFD	4300	12	FL.VI.BIOL	04000	00000	700P	600.00	2018
GENFD	4300	12	FL.VI.CHEM	19050	00000	700P	592.00	2018
GENFD	4300	12	FL.VI.PHYS	19020	00000	700P	100.00	2018

0001009902KIRKLINK25-JUL-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>

Addition to Terms and Conditions/Revised 01/26/18

23. CERTIFICATION: CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.

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

Authorized Signature
 on Total PO
 Amount Page

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Change Order Request

(One PO per Change Order Request)

PO # B118532

Request Date: 05/09/18

College/Dept.: FLC/CHEM

Vendor Name RALEYS

Increase Blanket Purchase Order Line # 2 by \$92.00

Requested By: J. Hintze

Approved By: G. McCormac

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DO NOT SEND PO TO VENDOR

PY PO B117507

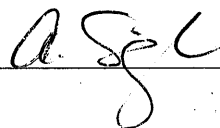
02/23/2018 PER J HARMAN - INCREASE LINE 1 BY \$100.00 FOR A NEW LINE TOTAL OF \$600.00 - NEW PO TOTAL OF \$1,200.00 - NTS

Sub Total Amount	1,200.00
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Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
GENFD 4300 12	FL.VI.BIOL 04000 00000 700P	600.00	2018			
GENFD 4300 12	FL.VI.CHEM 19050 00000 700P	500.00	2018			
GENFD 4300 12	FL.VI.PHYS 19020 00000 700P	100.00	2018			

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Authorized Signature
on Total PO
Amount Page

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BLANKET PO - CHANGE ORDER REQUEST

:

BPO#: B118532

REQUEST DATE: 2/22/2018

COLLEGE: FLC

VENDOR NAME: RALEY'S

VENDOR#: 4505

INCREASE **PO LINE#:** 1 **AMOUNT:** 100.00 to \$600

REQUESTED BY: LINDA MEROUX

DEPT: LIFE SCIENCES

LOS RIOS COMMUNITY COLLEGE DISTRICT

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Sub Total Amount	1,100.00
Sales Tax Amount	0.00
Total PO Amount	1,100.00

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GENFD	4300	12	FL.VI.CHEM	19050	00000	700P	500.00	2018
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0001009902KIRKLINK25-JUL-2017

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[Signature] 7.31.17

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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: RALEY'S
 IN STORE CHARGE
 PO BOX 13778
 SACRAMENTO CA 95853
 United States

0000004505

Business Unit: GENFD OPEN	
Req ID: 0001009902	Date: 07/14/2017
Page: 1	
Requisition Name: RALEYS AC 5000072 SCIENCE DEPT	
Requester: Brenda Haney	Bldg#: SCI ENGR
Requester Signature: _____	
Buyer: Nicholas Shewmaker	
Approved: _____	
Entered By: HANEYB 14-JUL-2017	

email:

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

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Total Requisition Amount: 1,100.00

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PY PO B117507

NOTE TO PURCHASING:
 ASSIGN B118 ___ PO#
 NO TAX
 AMOUNT ONLY

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	FL.VI.BIOL	04000	00000	700P	500.00
GENFD	4300	12	FL.VI.CHEM	19050	00000	700P	500.00
GENFD	4300	12	FL.VI.PHYS	19020	00000	700P	100.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of 700P

For grants/special projects Lottery Eligible Instructional Supplies.

Name: Cole

Approval Signature 	Approval Signature	Approval Signature
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Haney, Brenda

2018
CW/BPD

From: Meroux, Linda
Sent: Thursday, April 27, 2017 11:36 AM
To: Haney, Brenda
Subject: RALEYS/HOME DEPOT FOR 2017/18

Hi Brenda...I got an e-mail a couple of weeks ago from Tess saying you are getting ready to do the Raley's, Home Depot, etc. blankets and that we can get this information over to you. Here is my request for fiscal year 2017/18 to be used at your convenience.

LIFE SCIENCES (BIOLOGY) COMMON VENDOR REQUESTS FOR FISCAL YEAR 2017/18:

- done* ○ **VENDOR NAME: RALEY'S**
- **BUDGET CODE: GENFD/4300/12/FL.VI.BIOL/04000/00000/2018/700P**
- **ENC AMOUNT: \$500**
- **REQUESTER NAME: LINDA MEROUX**
- **AUTHORIZED PERSONNEL: LINDA MEROUX, LINDA SANTORO, INTERIM MSE DEAN**

- **VENDOR NAME: HOME DEPOT**
- **BUDGET CODE: : GENFD/4300/12/FL.VI.BIOL/04000/00000/2018/700P**
- **ENC AMOUNT: \$400**
- **REQUESTER NAME: LINDA MEROUX**
- **AUTHORIZED PERSONNEL: LINDA MEROUX, LINDA SANTORO, INTERIM MSE DEAN**

Linda Meroux
Lab Technician – Biology
Folsom Lake College
10 College Parkway
Folsom, CA 95630
Phone: 916/608-6541
merouxl@flc.losrios.edu

Haney, Brenda

From: Hintze, Jeanne
Sent: Tuesday, June 13, 2017 3:10 PM
To: Haney, Brenda
Subject: Common Vendor requests: RALEYS/HOME DEPOT FOR 2017/18 for FLC Chemistry

Brenda,
Chemistry also needs BPOs for fiscal year 2017/18 :

- done*
- **VENDOR NAME: RALEY'S**
 - **BUDGET CODE: GENFD/4300/12/FL.VI.CHEM/19050/00000/2018/700P**
 - **ENC AMOUNT: \$500**
 - **REQUESTER NAME: JEANNE HINTZE**
 - **AUTHORIZED PERSONNEL: JEANNE HINTZE, LINDA SANTORO, INTERIM MSE DEAN**
 - **PREVIOUS FISCAL YEAR BPO: B117507 Line 2**

- done*
- **VENDOR NAME: HOME DEPOT**
 - **BUDGET CODE: : GENFD/4300/12/FL.VI.CHEM/19050/00000/2018/700P**
 - **ENC AMOUNT: \$400**
 - **REQUESTER NAME: JEANNE HINTZE**
 - **AUTHORIZED PERSONNEL: JEANNE HINTZE, LINDA SANTORO, INTERIM MSE DEAN**
 - **PREVIOUS FISCAL YEAR BPO: B117510 Line 2**

Thank you so much!
Jeanne

From: Meroux, Linda
Sent: Tuesday, June 13, 2017 12:24 PM
To: Hintze, Jeanne <hintzej@flc.losrios.edu>
Subject: FW: RALEYS/HOME DEPOT FOR 2017/18

From: Meroux, Linda
Sent: Thursday, April 27, 2017 11:36 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: RALEYS/HOME DEPOT FOR 2017/18

Hi Brenda...I got an e-mail a couple of weeks ago from Tess saying you are getting ready to do the Raley's, Home Depot, etc. blankets and that we can get this information over to you. Here is my request for fiscal year 2017/18 to be used at your convenience.

Haney, Brenda

Prep 2018 CW/BPO

From: Hendricks, Theresa
Sent: Tuesday, April 11, 2017 2:41 PM
To: Haney, Brenda
Cc: Hartley, Gary; Santoro, Linda
Subject: FW: 2018 FLC_AREA 3 BPO USE FOR CREDIT CARD ACCOUNTS

Hi Brenda –

I updated the below budget info for FY 2018 and increased Home Depot by \$100 from last year – the below is our needs for 2018.

Thanks!

Theresa D. Hendricks



Theresa D. Hendricks | Physical Sciences Laboratory
 Folsom Lake College | 10 College Parkway | Folsom, CA 95630
 p. 916.608.6776 | f. 916.608.6991 | hendrit@flc.losrios.edu | www.flc.losrios.edu

FY 2018

From: Hendricks, Theresa
Sent: Wednesday, May 11, 2016 11:24 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Cc: Santoro, Linda <santorl@flc.losrios.edu>; Hartley, Gary <hartleg@flc.losrios.edu>
Subject: RE: 2017 FLC_AREA 3 BPO USE FOR CREDIT CARD ACCOUNTS

- done*
- **VENDOR NAME:** Raley's
 - **BUDGET CODE:** GENFD 4300 12 FL.VI.PHYS 19020 00000 2018 700P
 - **ENC AMOUNT:** \$100
 - **REQUESTER NAME:** Theresa Hendricks

AUTHORIZED PERSONNEL: Theresa Hendricks; Gary Hartley; Linda Santoro

- done*
- **VENDOR NAME:** Home Depot
 - **BUDGET CODE:** GENFD 4300 12 FL.VI.PHYS 19020 00000 2018 700P
 - **ENC AMOUNT:** \$350
 - **REQUESTER NAME:** Theresa Hendricks

AUTHORIZED PERSONNEL: Theresa Hendricks; Gary Hartley; Linda Santoro

Thank you for doing all this!

T Hendricks