

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001103187**

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

Date	Revision	Page
01/02/2019		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1016381 WURZERC HANEYB	04PE119 STUSVC	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000008992  
 4 IMPRINT  
 101 COMMERCE STREET  
 PO BOX 320  
 OSHKOSH WI 54901

**Phone:** (877) 446-7746  
**Fax:** (800) 355-5043

**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	GROCERY BAG; ITEM #: 103721-1513 DESCRIPTION: POLYPROPYLENE REUSABLE GROCERY BAG - 15" X 13"	300.00 EA	1.87	561.00	12/28/2018
2- 1	COLOR; DESCRIPTION: ADD'L COLOR RUN CHARGE	600.00 EA	0.30	180.00	12/28/2018
3- 1	SET-UP CHARGE	3.00 EA	40.00	120.00	12/28/2018
4- 1	ARTWORK; ITEM #: 116481-24HR DESCRIPTION: MINI MEMO BOOK WITH FLAGS AND RULER - 24HR	200.00 EA	1.88	376.00	12/28/2018
5- 1	SERVICE CHARGE; DESCRIPTION: 24HR RUSH SERVICE	1.00 EA	40.00	40.00	12/28/2018
6- 1	SET-UP CHARGE;	1.00 EA	60.00	60.00	12/28/2018
7- 1	FREIGHT - BAGS	1.00 EA	80.56	80.56	01/02/2019
8- 1	FREIGHT - MEMO BOOKS	1.00 EA	38.14	38.14	01/02/2019
9- 1	PENS; DESCRIPTION: PRIMETIME PEN - METALLIC ITEM #: 106765-MET	1,000.00 EA	0.32	320.00	12/28/2018
10- 1	SET-UP CHARGE - PENS; DESCRIPTION: PRIMETIME PEN - METALLIC	1.00 EA	10.00	10.00	12/28/2018
11- 1	FREIGHT - PENS	1.00 EA	19.45	19.45	01/02/2019
12- 1	KOOZIE; DESCRIPTION: COLLAPSIBLE KOOZIE ITEM #: 3568	200.00 EA	1.09	218.00	12/28/2018

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**

Authorized Signature  
 on Total PO  
 Amount Page

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 PURCHASE ORDER NO 0001103187**

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Date	Revision	Page
01/02/2019		2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1016381 WURZERC HANEYB	04PE119 STUSVC	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000008992  
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 101 COMMERCE STREET  
 PO BOX 320  
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**Phone:** (877) 446-7746  
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**Ship To:** FOLSOM LAKE COLLEGE  
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**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
13- 1	SET-UP CHARGE - KOOZIE;	1.00 EA	55.00	55.00	12/28/2018
14- 1	FREIGHT - KOOZIE	1.00 EA	13.72	13.72	01/02/2019
15- 1	COFFEE TUMBLER; DESCRIPTION: SIP IN STYLE COFFEE TUMBLER - 16OZ. ITEM #: 120445	200.00 EA	2.15	430.00	12/28/2018
16- 1	SET-UP CHARGE - COFFEE TUMBLER;	1.00 EA	60.00	60.00	12/28/2018
17- 1	FREIGHT - COFFEE TUMBLER;	1.00 EA	37.13	37.13	01/02/2019

QUOTE# 17048346

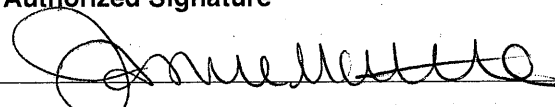
FOR: CHRISTINE WURZER - PE-119

<b>Sub Total Amount</b>	2,619.00
<b>Sales Tax Amount</b>	188.34
<b>Total PO Amount</b>	2,807.34

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	FL.VS.VETS	64800	00000	596D	1,718.10	2019
GENFD	4500	12	FL.VS.VETS	64800	00000	596E	1,089.24	2019

0001016381CHAVEZA18-DEC-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**  


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 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:** 4 IMPRINT  
 101 COMMERCE STREET  
 PO BOX 320  
 OSHKOSH WI 54901  
 United States

**Phone:** (877) 446-7746  
**email:**

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

000008992  
 F.L.C. BUSINESS SERVICES

2010 DEC 17 A 9:14

**Fax:** (800) 355-5043

<b>Business Unit:</b> GENFD		<b>OPEN</b>
Req ID: 0001016381	Date: 12/11/2018	Page: 1
Requisition Name: IMPRINT - VETERANS		
Requester: Christine Wurzer	Bldg#: STUSVC	
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: KRAVCHUA 11-DEC-2018		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	GROCERY BAG; ITEM #: 103721-1513 DESCRIPTION: POLYPROPYLENE REUSABLE GROCERY BAG - 15" X 13"	300	EA	1.87	561.00	
2-1	COLOR; DESCRIPTION: ADD'L COLOR RUN CHARGE	600	EA	0.30	180.00	
3-1	SET-UP CHARGE	3	EA	40.00	120.00	
4-1	ARTWORK; ITEM #: 116481-24HR DESCRIPTION: MINI MEMO BOOK WITH FLAGS AND RULER - 24HR	200	EA	1.88	376.00	
5-1	SERVICE CHARGE; DESCRIPTION: 24HR RUSH SERVICE	1	EA	40.00	40.00	
6-1	SET-UP CHARGE;	1	EA	60.00	60.00	
7-1	FREIGHT - BAGS	1	EA	80.56	80.56	
8-1	FREIGHT - MEMO BOOKS	1	EA	38.14	38.14	
9-1	PENS; DESCRIPTION: PRIMETIME PEN - METALLIC ITEM #: 106765-MET	1,000	EA	0.32	320.00	
10-1	SET-UP CHARGE - PENS; DESCRIPTION: PRIMETIME PEN - METALLIC	1	EA	10.00	10.00	
11-1	FREIGHT - PENS	1	EA	19.45	19.45	
12-1	KOOZIE; DESCRIPTION: COLLAPSIBLE KOOZIE ITEM #: 3568	200	EA	1.09	218.00	
13-1	SET-UP CHARGE - KOOZIE;	1	EA	55.00	55.00	
14-1	FREIGHT - KOOZIE	1	EA	13.72	13.72	
15-1	COFFEE TUMBLER; DESCRIPTION: SIP IN STYLE COFFEE TUMBLER - 16OZ. ITEM #: 120445	200	EA	2.15	430.00	
16-1	SET-UP CHARGE - COFFEE TUMBLER;	1	EA	60.00	60.00	
17-1	FREIGHT - COFFEE TUMBLER;	1	EA	37.13	37.13	

2,619.00 Sub-total  
188.31 Est. tax

Total Requisition Amount: 2,807.31

Approval Signature 	Approval Signature 	Approval Signature
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# Requisition

**Supplier:** 4 IMPRINT  
 101 COMMERCE STREET  
 PO BOX 320  
 OSHKOSH WI 54901  
 United States

0000008992

**Phone:** (877) 446-7746      **Fax:** (800) 355-5043  
**email:**

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

<b>Business Unit:</b> GENFD      OPEN	
Req ID: 0001016381	Date: 12/11/2018
Page: 2	
Requisition Name: 4 IMPRINT - VETERANS	
Requester Christine Wurzer	Bldg# STUSVC
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: KRAVCHUA 11-DEC-2018	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
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CHRISTINE WURZER - PE-119

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4500	12	FL.VS.VETS	64800	00000	596D	1,602.82
GENFD	4500	12	FL.VS.VETS	64800	00000	596E	1,016.18

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of Veterans

For grants/special projects 596 D / 596 E

Name: Kathy Degn

Approval Signature <i>Kathy Degn</i>	Approval Signature <i>[Signature]</i>	Approval Signature
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**4imprint**

- On time
- On Budget
- On Anything
- Online

**Order Confirmation 17048346**

101 Commerce St  
PO Box 320  
Oshkosh, WI 54901

www.4imprint.com  
Tel: 877-446-7746  
Fax: 800-355-5043

Main Address	Invoice Address	Delivery Address
10 College Parkway Folsom CA 95630 USA	F.A.O. Accounts Payable 10 college Parkway Folsom CA 95630 USA	kenneth walker 10 college Parkway Folsom CA 95630 USA Tel: (916) 608-6898

<b>Order Confirmation</b>	17048346	<b>Order Date:</b>	12/4/2018
<b>Account Rep</b>	Alysia Ukleja	<b>Account Number.:</b>	4508615
<b>Administrator</b>	Louise Bell	<b>Cust Ref.:</b>	
<b>Contract User Id</b>			

Polypropylene Reusable Grocery Bag - 15" x 13" Colors (base, trim): BASE, TRIM				
Qty	Item #	Description	Unit	Total
✓ 300	103721-1513	Polypropylene Reusable Grocery Bag - 15" x 13"	1.8700	561.00
✓ 600		Add'l Color Run Charge	0.3000	180.00
✓ 3		Set-Up Charge	40.0000	120.00
		<b>Freight</b>		80.56
		<b>Tax</b>		66.73
		<b>Total</b>		1008.29

**Artwork Instructions:**

**Product Colour (Base, Trim):** Black Black

**Branding Location:** Front

**Branding Colours:** Pantone Pantone 185c Red, Pantone White, Pantone Pantone Reflex Blue C

Mini Memo Book with Flags and Ruler - 24 hr Colors (base, trim): BASE, TRIM				
Qty	Item #	Description	Unit	Total
✓ 200	116481-24HR	Mini Memo Book with Flags and Ruler - 24 hr	1.8800	376.00
✓ 1		24 hr Rush Service	40.0000	40.00
✓ 1		Set-Up Charge	60.0000	60.00
		<b>Freight</b>		38.14
		<b>Tax</b>		36.89
		<b>Total</b>		551.03

**Artwork Instructions:**

**Product Colour (Base, Trim):** Blue Silver

**Branding Location:** Front Cover

Branding Colours:Pantone White

<b>Primetime Pen - Metallic Colors (base, trim): BASE, TRIM</b>				
Qty	Item #	Description	Unit	Total
✓ 1000	106765-MET	Primetime Pen - Metallic	0.3200	320.00
✓ 1		Set-Up Charge	10.0000	10.00
			<b>Freight</b>	19.45
			<b>Tax</b>	25.58
			<b>Total</b>	375.03

**Artwork Instructions:****Product Colour (Base, Trim):** Metallic Dark Blue Silver**Branding Location:** Barrel**Branding Colours:**Pantone White

<b>Collapsible KOOZIE® Colors (base, trim): BASE, TRIM</b>				
Qty	Item #	Description	Unit	Total
✓ 200	3568	Collapsible KOOZIE®	1.0900	218.00
✓ 1		Set-Up Charge	55.0000	55.00
			<b>Freight</b>	13.72
			<b>Tax</b>	21.15
			<b>Total</b>	307.87

**Artwork Instructions:****Product Colour (Base, Trim):** Black Black**Branding Location:** Front & Back**Branding Colours:**Pantone White

<b>Sip in Style Coffee Tumbler - 16 oz. Colors (base, trim): BASE, TRIM</b>				
Qty	Item #	Description	Unit	Total
✓ 200	120445	Sip in Style Coffee Tumbler - 16 oz.	2.1500	430.00
✓ 1		Set-Up Charge	60.0000	60.00
			<b>Freight</b>	37.13
			<b>Tax</b>	37.98
			<b>Total</b>	565.11

**Artwork Instructions:****Product Colour (Base, Trim):** Black Black**Branding Location:** Side One - Above Sleeve**Branding Colours:**Pantone White

<b>Grand Total:</b>	2807.33
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Information Regarding Sales Tax: 4imprint currently collects sales tax on orders shipped to Alabama, California, Colorado, Florida, Hawaii, Indiana, Kentucky, Louisiana, Maine, Massachusetts, Minnesota, Mississippi, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Dakota, Tennessee, Vermont, Washington, West Virginia, Wisconsin and Wyoming. If your organization is exempt in any of the states where we collect sales tax, please supply your Customer Care Representative with the appropriate tax exemption or resale certificate. 4imprint is not required to, and

does not, collect sales or use tax in all states. However, your purchase from 4imprint is not exempt from sales or use tax solely because the sale was made via the Internet, phone or other remote means. Please see the following link for more information - <http://info.4imprint.com/faq/>

## Shipment Details

### Ship To:

Address as above

Qty	Item #	Must Ship	Carrier, Service	Due Date	Freight
200	116481-24HR	12/6/2018	UPS Ground (Parcel)	12/13/2018	38.14
200	120445	12/10/2018	UPS Ground (Parcel)	12/18/2018	37.13
200	3568	12/7/2018	UPS Ground (Parcel)	12/14/2018	13.72
300	103721-1513	12/12/2018	UPS Ground (Parcel)	12/18/2018	80.56
1000	106765-MET	12/12/2018	UPS Ground (Parcel)	12/19/2018	19.45