



**FOLSOM LAKE COLLEGE**  
EL DORADO CENTER | RANCHO CORDOVA CENTER

**PURCHASE ORDER NO. CBF19065B**

10 College Parkway  
Folsom, CA 95630

PO Date: Mar 6, 2019      Date Required:

Ordered By: GREGORY/WRIGHT      Requisition #: 41182

VENDOR: CITY OF FOLSOM  
PARKS AND RECREATION DEPARTMENT  
66 CLARKSVILLE RD  
FOLSOM, CA 95630

SHIP TO: FOLSOM LAKE COLLEGE  
RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

BILL TO: FOLSOM LAKE COLLEGE  
ATTN: BUSINESS SERVICES  
10 COLLEGE PARKWAY  
FOLSOM, CA 95630

dperez@folsom.ca.us      916-461-6653

Line #	Item/Description	QTY	UOM	PO Price	Extended Amount
1	BLANKET PURCHASE ORDER FOR THE USE OF KEMP PARK ATHLETIC FIELDS FROM 3/6/19 THROUGH 5/15/19	1.00	EA	\$2,200.000	\$2,200.00
	TO BE INVOICED MONTHLY AT A RATE OF \$100.00/HOUR				
	AUTHORIZED PERSONNEL: MATT WRIGHT, JEANNE CROFF, RICHARD GREGORY				
	Shipping/Handling (taxable)				

INSTRUCTIONS:

[Empty box for instructions]

Sub Total	<input type="text" value="\$2,200.00"/>
State Tax %	<input type="text"/>
State Tax	<input type="text" value="\$0.00"/>
Shipping	<input type="text"/>
Total PO Amount	<input type="text" value="\$2,200.00"/>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number

Direct all deliveries and delivery documents to the SHIP TO address.

Direct all correspondence and invoices to the BILL TO address.

NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE  
*Augusta Chij...*      03/07/19

**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.

**Swanson, Mary**

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**From:** Croff, Jeanne  
**Sent:** Wednesday, March 6, 2019 3:37 PM  
**To:** Swanson, Mary  
**Subject:** FW: Field Rental-FLC Baseball

This is all I have. The City of Folsom is a current vendor for LRCCD.

*Jeanne Croff*

Folsom Lake College, Administrative Assistant-Kinesiology/Health/Athletics/Nutrition  
10 College Parkway, Folsom, CA (916) 608-6687

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**From:** Derik Perez <dperez@folsom.ca.us>  
**Sent:** Wednesday, March 6, 2019 9:41 AM  
**To:** Croff, Jeanne <CroffJ@flc.losrios.edu>  
**Subject:** RE: Field Rental-FLC Baseball

Sounds great. Thanks!

**Derik Perez, CPRP, CYSA**  
*Recreation Supervisor*

**Parks & Recreation Department**  
66 Clarksville Road, Folsom, CA 95630  
O: 916.461.6653 | F: 916.983-3566



CITY OF  
**FOLSOM**  
DISTINCTIVE BY NATURE



[www.folsom.ca.us](http://www.folsom.ca.us)

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**From:** Croff, Jeanne <CroffJ@flc.losrios.edu>  
**Sent:** Wednesday, March 6, 2019 9:36 AM  
**To:** Derik Perez <dperez@folsom.ca.us>  
**Subject:** RE: Field Rental-FLC Baseball

Sounds good. I'm going to put May 15, 2019 as the last day to use the fields. Hopefully we won't need it that long, but just in case.

*Jeanne Croff*

Folsom Lake College, Administrative Assistant-Kinesiology/Health/Athletics/Nutrition  
10 College Parkway, Folsom, CA (916) 608-6687

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**From:** Derik Perez <dperez@folsom.ca.us>  
**Sent:** Wednesday, March 6, 2019 9:29 AM  
**To:** Croff, Jeanne <CroffJ@flc.losrios.edu>  
**Subject:** RE: Field Rental-FLC Baseball

Morning Jeanne,

Our Resident rental rate for the Synthetic Turf field is \$100 / hour. I will prepare a monthly invoice for you at the end of the month if that works for you? This way the billing will be actuals and we don't have to guesstimate anything.

Please let me know if you have any questions.

Thanks,

**Derik Perez, CPRP, CYSA**  
*Recreation Supervisor*

**Parks & Recreation Department**  
66 Clarksville Road, Folsom, CA 95630  
O: 916.461.6653 | F: 916.983-3566



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**From:** Croff, Jeanne <CroffJ@flc.losrios.edu>  
**Sent:** Wednesday, March 6, 2019 9:17 AM  
**To:** Derik Perez <dperez@folsom.ca.us>  
**Subject:** RE: Field Rental-FLC Baseball

Good Morning Derik,

As soon as you determine how much you will charge the baseball team to use the park per visit, please let me know. I will then process the paperwork for a purchase order. Will you be sending us invoices monthly?

Best regards,

*Jeanne Croff*

Folsom Lake College, Administrative Assistant-Kinesiology/Health/Athletics/Nutrition  
10 College Parkway, Folsom, CA (916) 608-6687

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**From:** Wright, Matt <WrightM@flc.losrios.edu>  
**Sent:** Tuesday, March 5, 2019 3:02 PM  
**To:** Derik Perez <dperez@folsom.ca.us>  
**Cc:** Croff, Jeanne <CroffJ@flc.losrios.edu>; Burke, Talina <BurkeT@flc.losrios.edu>; Gregory, Richard <GregorR@flc.losrios.edu>  
**Subject:** FW: Field Rental

Hi Derik,

Thanks to you and the City of Folsom. Appreciate your time and willingness to make this work for our baseball team. This email is really for everyone else below but wanted them all to have your email so we can connect all the right people.

**Talina:** Can you assist us in getting the insurance in place?

**Jeanne:** Can you get the City set up as a vendor with the attached w9? If you need something further please let Derik and I know. We will get it to you.

**Rich:** The field (Kemp Park Field 1) has been reserved for you every day of the week just for the ease of scheduling for the City. 1-3pm through the end of the baseball season. **Knowing that you will not need it all of those dates you will need to email Derik and cc Jeanne and notify them that you are using the field. The day before or even the morning of should be fine. This is just to ensure that we pay for only the days you actually use.**

Thanks to you all and let me know if you have questions.  
Matt

## **Matt Wright**

*Dean, Kinesiology, Health, Athletics, Nutrition, and Distance Education / Athletic Director  
Folsom Lake College*

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**From:** Derik Perez <[dperez@folsom.ca.us](mailto:dperez@folsom.ca.us)>  
**Sent:** Tuesday, March 05, 2019 2:46 PM  
**To:** Wright, Matt <[WrightM@flc.losrios.edu](mailto:WrightM@flc.losrios.edu)>  
**Subject:** Field Rental

Hi Matt,

Thanks for taking the time to chat with me earlier. I have attached sample insurance documents which we will need for the rental as well as our City signed W9. I have also reserved Kemp Park Field 1 for the FLC baseball team starting tomorrow through the middle of May (Mon-Fri 1p-3p). We will send a monthly rental invoice at the end of each month based on the amount of usage from the team.

Let's have all correspondence go directly to me right now for the ease for all of us.

If you have any questions or need anything else please let me know.

Thanks,

**Derik Perez, CPRP, CYSA**  
*Recreation Supervisor*

**Parks & Recreation Department**  
66 Clarksville Road, Folsom, CA 95630  
O: 916.461.6653 | F: 916.983-3566



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CHECK ONE

- ASG(71,72)
- College Act. Trust(81)
- Foundation(83)
- IR(13,14)
- Harris Ctr(55)

CAMPUS-BASED REQUISITION

3/6/19  
DATE

VENDOR City of Folsom REQ. # CBF 41182  
 ADDRESS Parks & Recreation Dept PO REQUIRED(circle one) YES NO  
66 Clarksville Road  
 CITY Folsom CA 95630 P.O. # CBF 19065B  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE REQUIRED 3/6/19

ATTN: Derik Perez 916-461-1653

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Blanket Purchase Order	1	EA	2200. <sup>00</sup>	2200. <sup>00</sup>
2	for use of Kemp Park				
3	athletic fields from				
4	3/6/19 thru 5/15/19.				
5				\$100.00/hour	
6					
7	Authorized Personnel:				
8	Matt Wright, Jeanne Croft,				
9	Richard Gregory				
10					

Check Distribution

Call Student, Hold for pick up # \_\_\_\_\_  
 Call \_\_\_\_\_, Hold for pick up # \_\_\_\_\_  
 Forward to \_\_\_\_\_  
 Inter-Campus mail to \_\_\_\_\_  
 USPS mail  
 Other \_\_\_\_\_

Sub-Total	
Sales Tax	
Freight	
<b>TOTAL</b>	<b>2200.<sup>00</sup></b>

SCOFF 5601 113 FL-VL-KINE 08700 00000 018A \$ 2200.<sup>00</sup>  
 Account Name Athletic Operations Bus Unit \_\_\_\_\_ Account \_\_\_\_\_ Fund \_\_\_\_\_ Department \_\_\_\_\_ Program \_\_\_\_\_ Class \_\_\_\_\_ Project \_\_\_\_\_ Amount \_\_\_\_\_

AUTHORIZED Jeanne Croft  
 Club Officer/Requestor  
 APPROVED [Signature] 3.6.19  
 Faculty Advisor/Administrator

Business Services Use Only  
 Budget Checked MS Vendor ID \_\_\_\_\_  
 Voucher # \_\_\_\_\_ Date \_\_\_\_\_  
 Warrant # \_\_\_\_\_ Date \_\_\_\_\_