LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001104078

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.

Supplier: 0000024414 CIWEA PO BOX 3882 LA HABRA CA 90632

email:

Date	Revision	Page
02/27/2019)	1
Payment Te	rms Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		Location / Dept
1017395 MIT	CHINERB HANEYB	04CYPH133 CTE

Ship To: FOLSOM LAKE COLLEGE

RECEIVING

10 COLLEGE PARKWAY FOLSOM CA 95630 United States

01111001

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	1 YEAR ORGANIZATIONAL MEMBERSHIP TO CALIFORNIA INTERNSHIP & WORK EXPERIENCE ASSOCIATION (CIWEA) . MEMBERSHIP YEAR: JANUARY 1 - DECEMBER 31, 2019	1.00 CHG	255.00	255.00	03/04/2019

FOR: FOLSOM LAKE COLLEGE CAREER CENTER WORK EXPERIENCE FACULTY AND STAFF: JULIE COLLIER, ANNA DOMEK, KELLIE FUNDERBURG, JORDAN NAMLE, CAMERON WHITFIELD, AND JAISHA WHITE.

PRE-PAYMENT - MAIL ATTACHED 2019 CIWEA MEMBERSHIP RENEWAL FORMS WITH PAYMENT

Sub Total Amount	255.00
Sales Tax Amount	0.00
Total PO Amount	255.00

<u>BU</u>	<u>Acct</u>	Fd	Org	Prog	Sub	<u>Proi</u>	<u>Amount</u>	<u>BYear</u>
	5300		FL.VI.VTEA	49320	00000	314D	255.00	2019

0001017395CHAVEZA26-FEB-2019

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.
- ROB 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 <u>may</u> 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 <u>may</u> 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: CIWEA PO BOX 3882

LA HABRA CA 90632 United States

email:

Ship To: RECEIVING

10 COLLEGE PARKWAY FOLSOM CA 95630-6798 0000024414

Req ID: Date Page 0001017395 02/20/2019 1
Requisition Name: CIWEA MEMBERSHIP 2019
Requester Brandi Mitchiner CTE
Requester Signature

Buyer: Brenda Haney

Approved:

Entered By: MITCHINB 20-FEB-2019

Line-Schd	Description	Quant	ity UOM	Price	Extended Amt Due Date
1-1	CIWEA 2019 ORGANIZATIONAL MEMBERSHIP - JANUARY 1 - DECEMBER 31, 2019	1	CHG	255.00	255.00 03/04/2019
	FOR: FOLSOM LAKE COLLEGE CAREER CENTER WORK EXPERIENCE FACULTY/STAFF: JULIE COLLIER, JORDAN NAMLE, KELLIE FUNDERBURG, ANNA DOMEK, CAMERON WHITFIELD, AND JAISHA WHITE.				

255.00 Sub-total 19.76 Est. tax

Total Requisition Amount: 274.76

PLEASE SET UP AS TWO-WAY MATCH AND SUBMIT INVOICE TO AOPS FOR PAYMENT.

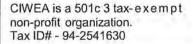
ATTACHED JANUARY 1 - DECEMBER 31, 2019 CIWEA MEMERSHIP FORMS MUST BE MAILED WITH PAYMENT

PERKINS CHECKLIST

<u>BU</u> <u>Acct</u> <u>Fd</u> <u>Org</u> <u>Prog</u> <u>Sub</u> <u>Proj</u> <u>Amount</u> GENFD 5300 12 FL.VI.VTEA 49320 00000 314D 255.00

Purchases Charged to Catagorical Programs, Grants or Special Project.
This purchase is in compliance with the requirement of
For grants/special projects
Name:

Approval Signature	Approval Signature	Approval Signature

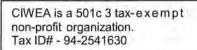




2019 CIWEA MEMBERSHIP FORM

Membership Year: January 1, 2019 - December 31, 2019

<u>1</u>	MEMBERSHIP AGREEMENT
	1 person Organization/Employer Membership* @ \$255 act information for those included in this Membership – No limit)
Check one: 2-Year College 4-Year Other	ar Public College/University 4-Year Private College/University
By payment of annual membership fees, the individuals not limited to, meeting notices, ballots, and other information internet/email.	s noted herein agree to receive and send information electronically, including but mation regarding the California Internship & Work Experience Association, via
he CIWEA website can now list links to your camp ne link to your website and the primary contact in Vebsite Link: www.flc.losrios.edu	us to help connect Employers with you and your students - please provid formation for employers to use.
	Email Address: CollieJ@flc.losrios.edu
MEMBER New: Renewing: X	
First Name: Anna La	
Title: Adjunct Faculty	ast Name. Domok
	Brogram
Office/Dept: Work Experience & Internship	Flogram
College/University/Company: FLC	ou Folcom
Address: 10 College Parkway	City: Folsom State: CA Zip: 9563
Email: DomekA@flc.losrios.edu	Phone: (916) 595-2377
Optional Lam new to the field & would like to request	t a mentor I'm experienced & would like to volunteer as a Mentor
Tall flew to the field & would like to request	Ta mentor mil experienced a would like to volunteer as a mentor
32 - 32 - 32	
MEMBER New: Renewing: X	
	ast Name: Funderburg
Title: Adjunct Faculty	Piles maked
Office/Dept: Work Experience & Internship	Program
College/University/Company: FLC	CA - 0500
Address: 10 College Parkway	City: Folsom State: CA Zip: 9563
Email: FunderK@flc.losrios.edu	Phone: (916) 216-4945
Optional	
I am new to the field & would like to reques	st a mentorI'm experienced & would like to volunteer as a Mento
METHOD OF PAYMEN	IT – Check or Credit Card (Visa or MasterCard online payment only)
	close check with this completed form)
If paying by credit card, please email Theresa Ha	
	ork Experience Association, PO Box 3882, La Habra, CA 90632
 If the state of th	theresa@SAC.edu or call Theresa Hagelbarger 714-564-6761 (Work#)

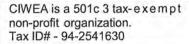




2019 CIWEA MEMBERSHIP FORM

Membership Year: January 1, 2019 - December 31, 2019

ME	MBERSHIP AGREEMENT	
Check one: Single Membership @ \$85.00 1 p (*Complete additional form(s) to include names & contact in		
Check one: X 2-Year College 4-Year F Other:	Public College/University4-	Year Private College/University
By payment of annual membership fees, the individuals no not limited to, meeting notices, ballots, and other informati internet/email.		
he CIWEA website can now list links to your campus to the link to your website and the primary contact informoversite Link: www.flc.losrios.edu	이 마이트 그리고 있다면 사람들이 되었다면 하는 사람들이 되었다면 하는데 그 사람들이 모든데 되었다.	ı and your students - please provide
hone Number: (916) 608-6552	Email Address: CollieJ@flc.l	osrios.edu
First Name: Julie Last Title: Faculty Coordinator, Work Experience & Office/Dept: Work Experience & Internship Pro	& Internship Program ogram	
College/University/Company: Folsom Lake College Address: 10 College Parkway	city: Folsom	State: CA Zin: 9563
Email: CollieJ@flc.losrios.edu	Phone: (9	916) 608-6552
Optional	1110110.15	010,000 0002
I am new to the field & would like to request a	mentor I'm experienced & w	vould like to volunteer as a Mentor
MEMBER New: Renewing:		
First Name: Jordan Last	t Name: Namle	
Title: Work Based Learning Specialist	73-327-3-37	
Office/Dept: Work Experiende & Internship Pr	rogram	
College/University/Company: FLC		
Address: 10 College Parkway	City: Folsom	State: <u>CA</u> Zip: <u>9563</u>
Email: NamleJ@flc.losrios.edu	Phone: <u>(</u>	916) 608-6979
Optional	mantar I'm avantianced &	would like to volunteer as a Mento
I am new to the field & would like to request a	mentor1 m experienced & (
METHOD OF PAYMENT —	-Check or Credit Card (Visa or Master)	
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METHOD OF PAYMENT —	-Check or Credit Card (Visa or Master) ose check with this completed form)	





2019 CIWEA MEMBERSHIP FORM

Membership Year: January 1, 2019 - December 31, 2019

	MEMBERSHIP AGREEMENT	
	\$85.00 1 person Organization/Emploes & contact information for those included in this	
Check one: 2-Year College	4-Year Public College/University Other:	_ 4-Year Private College/University
By payment of annual membership fees, the interpretation in the interpretation in the interpretation interpretation.	individuals noted herein agree to receive and se ther information regarding the California Internsh	nd information electronically, including but nip & Work Experience Association, via
e CIWEA website can now list links to yo	ur campus to help connect Employers with	you and your students - please provide
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one Number: (916) 608 - 650	52 Email Address: Collie	Jefle Ismos, Edu
MEMBER New: - Renewin	g.	
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I am new to the field & would like to	request a mentor I'm experienced	& would like to volunteer as a Mentor
MEMBER New: Renewin	ng:	
irst Name: Jaisha	Last Name: White	
itle Adisort For he		
Office/Dept: WALEXP. + T	nternship Program	
college/University/Company: FLC	0	
	say City: FUISON	State: A Zip: 756
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mail: White Josephanie prional I am new to the field & would like t METHOD OF	o request a mentor I'm experienced PAYMENT – Check or Credit Card (Visa or Ma	d & would like to volunteer as a Mentor sterCard online payment only)
mail: White Josephania I am new to the field & would like t METHOD OF Check: # (F	o request a mentor I'm experienced PAYMENT – Check or Credit Card (Visa or Mac Please enclose check with this completed for	d & would like to volunteer as a Mentor sterCard online payment only) orm)
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Imail: White T Oco flc, // Optional	o request a mentor I'm experienced PAYMENT – Check or Credit Card (Visa or Mac Please enclose check with this completed for	d & would like to volunteer as a Mentor sterCard online payment only) orm) ayment. x 3882, La Habra, CA 90632