

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001103862

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: 0000041086
 CREATIVE CONNERS INC
 84 CUTLER ST UNIT# 7
 WARREN RI 02885

Phone: (401) 289-2942
Fax: (401) 289-0259

email: sales@creativeconners.com

Date 02/19/2019	Revision	Page 1
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via Best Metho
Reference: 1017095 WALLACEI HANEYB		Location / Dept 04VAPA VAPA

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	Use Tax Applicable: Y	Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
		1- 1	MACHINE: TURNTABLE FRICTION DRIVE - 5HP REVOLVER APPRENTICE TURNTABLE FRICTION DRIVE (NO PLATFORM).	1.00 EA	18,500.00	18,500.00	02/08/2019
		2- 1	SHIPPING FOR LINE 1 - INVOICE# 2431	1.00 EA	392.45	392.45	02/08/2019
		3- 1	CONTROL: STAGEHAND APPRENTICE - 5HP 230V MOTION-CONTROLLER AND VFD TO OPERATE LATERAL MOVEMENT AND NON-CRITICAL LIFTING. 230VAC 3P INPUT POWER, 230CAC 3P OUTPUT FOR 2HP THRU 5 HP AC INDUCTION MOTORS.	1.00 EA	3,750.00	3,750.00	02/08/2019
		4- 1	CABLE: POWER CABLE 50' SHAC 50' 3-PHASE 30A POWER CORD. L15-30 TWISTLOCK.	1.00 EA	400.00	400.00	02/08/2019
		5- 1	CABLE: PRO APPRENTICE SIGNAL CABLE 50' SIGNAL DATA CABLE FOR LIMITS AND ENCODER	1.00 EA	750.00	750.00	02/12/2019
		6- 1	CABLE: APPRENTICE MOTOR CABLE - 50' MOTOR - BRAKE COMPOSITE CABLE FOR STAGEHAND APPRENTICE	1.00 EA	600.00	600.00	02/12/2019
		7- 1	SHIPPING FOR LINES 3, 4, 5 AND 6 - INVOICE# 2430	1.00 EA	323.80	323.80	02/12/2019

PRE-PAYMENT TERMS:
 VENDOR TO ACCEPT PURCHASE ORDER TO BEGIN JOB FOR CUSTOM FABRICATED ORDERS.

PRE-PAYMENT OF INVOICES 2431 AND 2430: DUE PRIOR TO SCHEDULED SHIPPING DATE OF MARCH 20, 2019

INVOICE# 2431 (PO LINES 1 - 2)
 INVOICE# 2430 (PO LINES 3 - 7)

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 0001103862

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

Date	Revision	Page
02/19/2019		2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1017095 WALLACEI HANEYB	04VAPA VAPA	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000041086
 CREATIVE CONNERS INC
 84 CUTLER ST UNIT# 7
 WARREN RI 02885

Phone: (401) 289-2942
Fax: (401) 289-0259

email: sales@creativeconners.com

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 Use Tax Applicable: Y

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	----------	-----	----------	--------------	----------

Sub Total Amount	24,716.25
Sales Tax Amount	0.00
Total PO Amount	24,716.25

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	11	FL.VI.THTR	10070	00000	041X	5,823.80	2019
GENFD	6490	12	FL.VI.SWPA	10060	00000	483Y	18,892.45	2019

0001017095CHAVEZA08-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.
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: CREATIVE CONNERS INC 0000041086
 84 CUTLER ST UNIT# 7
 WARREN RI 02885
 United States

Phone: (401) 289-2942 **Fax:** (401) 289-0259
email: sales@creativeconners.com

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

Business Unit: GENFD OPEN	
Req ID: 0001017095	Date: 02/01/2019
Page: 1	
Requisition Name: CREATIVECONNERS - TA	
Requester: Ian Wallace	Bldg#: VAPA
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: QUINTELM 01-FEB-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	MACHINES; REVOLVER-APPRENTICE, 5HP TURNTABLE FRICTION DRIVE MACHINE (NO PLATFORM)	1	EA	18,500.00	18,500.00	02/05/2019
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						
2-1	SHIPPING ON LINE 1	1	EA	392.45	392.45	02/05/2019
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: FRT 1 PROFILE: EQP:FEES						
3-1	CONTROLS: STAGEHAND APPRENTICE - 5HP 230V MOTION-CONTROLLER AND VFD TO OPERATE LATERAL MOVEMENT AND NON-CRITICAL LIFTING. 230VAC 3P INPUT POWER, 230CAC 3P OUTPUT FOR 2HP THRU 5 HP AC INDUCTION MOTORS.	1	EA	3,750.00	3,750.00	02/05/2019
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						
4-1	CABLES: POWER CABLE 50' SHAC 50' 3-PHASE 30A POWER CORD. L15-30 TWISTLOCK.	1	EA	400.00	400.00	02/05/2019
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS						
5-1	SHIPPING ON LINES 3 AND 4	1	EA	232.70	232.70	02/05/2019
ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: FRT 1 PROFILE: EQP:FEES						

23,275.15 Sub-total
1,464.16 Est. tax

Total Requisition Amount: 24,739.31

CATEG AUTH

Note, there are no alternate quotes included. This is a sole source vendor. They are both the manufacturer and vendor (no authorized re-sellers). This is also sole source because this is an add-on to the automation system we already have, and no other competing manufacture's equipment can work with our current Creative Connors system.

Also the lead time from the manufacturer is 4-6 weeks. And we need to receive this item the week of March 25th, so the order should be placed as soon as possible.

Approval Signature <i>See previous OR Copy</i>	Approval Signature	Approval Signature
--	---------------------------	---------------------------

Requisition

Supplier: CREATIVE CONNERS INC
 84 CUTLER ST UNIT# 7
 WARREN RI 02885
 United States

0000041086

Phone: (401) 289-2942 **Fax:** (401) 289-0259
email: sales@creativeconners.com

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

Business Unit: GENFD OPEN	
Req ID: 0001017095	Date: 02/01/2019
Page 2	
Requisition Name: CREATIVECONNERS - TA	
Requester: Ian Wallace	Bldg#: VAPA
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: QUINTELM 01-FEB-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
-----------	-------------	----------	-----	-------	--------------	----------

<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	6490	11	FL.VI.THTR	10070	00000	041X	4,382.70
GENFD	6490	12	FL.VI.SWPA	10060	00000	483Y	18,892.45

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
---------------------------	---------------------------	---------------------------

Requisition

Supplier: CREATIVE CONNERS INC 0000041086
 84 CUTLER ST UNIT# 7
 WARREN RI 02885
 United States

Phone: (401) 289-2942 **Fax:** (401) 289-0259
email: sales@creativeconners.com

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

Business Unit: GENFD OPEN	
Req ID: 0001017095	Date: 02/01/2019
Page: 1	
Requisition Name: CREATIVECONNERS - TA	
Requester: Ian Wallace	Bldg#: VAPA
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: QUINTELM 01-FEB-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	MACHINES; REVOLVER-APPRENTICE, 5HP TURNTABLE FRICTION DRIVE MACHINE (NO PLATFORM)	1	EA	18,500.00	18,500.00	02/05/2019

ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS

2-1	SHIPPING	1	EA	392.45	392.45	02/05/2019
-----	----------	---	----	--------	--------	------------

ASSET DEPT: VAPA LOCATION: 04VAPA CATEGORY: AUDVIS 1 PROFILE: EQP:AUDVIS

18,892.45 Sub-total
1,464.16 Est. tax

Total Requisition Amount: 20,356.61

Note, there are no alternate quotes included. This is a sole source vendor. They are both the manufacturer and vendor (no authorized re-sellers). This is also sole source because this is an add-on to the automation system we already have, and no other competing manufacture's equipment can work with our current Creative Connors system.

Also the lead time from the manufacturer is 4-6 weeks. And we need to receive this item the week of March 25th, so the order should be placed as soon as possible.

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	6490	12	FL.VI.SWPA	10060	00000	483Y	18,892.45

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of Strong workforce

For grants/special projects 483y

instructional equipment - technical theater

Name: [Signature]

FEB - 6 P 3:27
 BUSINESS SERVICES

Approval Signature <u>[Signature]</u>	Approval Signature <u>[Signature]</u>	Approval Signature
--	--	--------------------

Quote 3428

sales@creativeconners.com
 http://www.creativeconners.com



ADDRESS Folsom Lake College 10 College Pkwy Attn Business Services Folsom, CA 95630	SHIP TO Mary Swanson Folsom Lake College Folsom Lake College Receiving 10 College Parkway Folsom, CA 95630	DATE 01/31/2019	TOTAL \$18,892.45	EXPIRATION DATE 03/02/2019
--	---	---------------------------	------------------------------------	--------------------------------------

SHIP VIA FedEx Freight	TRACKING NO. TBC	P.O. NUMBER Ian Wallace	SALES REP Nicole Kent
----------------------------------	----------------------------	-----------------------------------	---------------------------------

PRODUCT/SERVICE	QTY	PRICE	AMOUNT
Machines:Revolver-Apprentice 5hp turntable friction drive machine (no platform)	1	18,500.00	18,500.00
Payment terms are "Pre-pay"			
	SUBTOTAL		18,500.00
	SHIPPING		392.45
	TOTAL		\$18,892.45

THANK YOU.

Accepted By

Accepted Date

Quote 3429

sales@creativeconners.com
 http://www.creativeconners.com



ADDRESS Ilan Wallace Folsom Lake College 10 College Pkwy Attn Buissness Services Folsom, CA 95630	SHIP TO Mary Swanson Folsom Lake College Folsom Lake College Receiving 10 College Parkway Folsom, CA 95630	DATE 01/31/2019	TOTAL \$4,382.70	EXPIRATION DATE 03/02/2019
---	---	---------------------------	----------------------------	--------------------------------------

SHIP VIA FedExFreight	TRACKING NO. TBC	P.O. NUMBER Ilan Wallace	SALES REP Nicole Kent
---------------------------------	----------------------------	------------------------------------	---------------------------------

PRODUCT/SERVICE	QTY	PRICE	AMOUNT
Controls:Stagehand Apprentice - 5hp 230V Motion-controller and VFD to operate lateral movement and non-critical lifting. 230VAC 3P input power, 230VAC 3P output for 2HP thru 5HP AC induction motors.	1	3,750.00	3,750.00
Cables:Power Cable 50' SHAC 50' 3-phase 30A power cord. L15-30 twistlock	1	400.00	400.00

Payment terms are "Pre-pay"	SUBTOTAL	4,150.00
	SHIPPING	232.70

TOTAL **\$4,382.70**

THANK YOU.

Accepted By

Accepted Date

To: LRCCD Purchasing, FLC Business Services
From: Ian Wallace
CC:
Date: 2/11/19
Re: Creative Conners Sole Source Purchase Justification Question 3

Comments: The Department of Theatre and Cinema Arts at Folsom Lake College needs to purchase a piece of theatrical automation equipment (and accessories) that is used to rotate a scenic turntable. The department already owns a theatrical automation system manufactured by Creative Conners. In order for the turntable revolver to safely work with the existing automation system, it must be one manufactured by Creative Conners. The equipment is not interchangeable with parts from another manufacturer.

July 25, 2018

Ian Wallace
Folsom Lake College

Dear Mr. Wallace,

I am sending you this letter to formally state that:

We are the only manufacturer, distributor, and rental agent of our turn-key stage automation system. This includes our Spotlione machine and ShowStopper products.

We do not sell to any reseller. We only sell and rent directly to our customers. Please feel free to contact me with any questions.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Gareth Conner". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gareth Conner, President and Founder

**LOS RIOS COMMUNITY COLLEGE DISTRICT
Sole/Single Source Purchase Justification**

Vendor: _____ Requisition No: _____

Commodity/Service: _____

Estimated annual expenditure for the above commodity or service: \$: _____

Pursuant to Purchasing Policy, Sole/Single Source purchase requests & approvals must be performed in advance and shall be supported by written documentation. This form and appropriate supporting documentation fulfills that requirement.

Initial all entries below that apply to the proposed purchase. Attach supporting documentation and justification memo as described below (More than one entry will apply to most sole/single source products/services for purchase requested).

1. _____ SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer’s written certification that no regional distributors exist. Item no. 4 also must be completed.)
2. _____ SOLE SOURCE REQUEST IS FOR ONLY GREATER SACRAMENTO AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturers — **not the distributor’s** — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. _____ THE PARTS/EQUIPMENT IS NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
4. _____ THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
5. _____ THE PARTS/EQUIPMENT IS REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
6. _____ CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)PURCHASE CONTRACT NO: _____
7. _____ “PIGGY-BACK”/UMBRELLA PURCHASE ON ANOTHER GOVERNMENT ENTITY’S CONTRACTS
8. _____ NONE OF THE ABOVE APPLIES. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests commodities and services to be procured from the vendor identified as the sole/single source supplier of the service or material described in this sole/single source justification and is authorized as a sole/single source for the service or material.

Jan Wallace

AUTHORIZED SIGNATURE – Dean/Department DATE _____

AUTHORIZED SIGNATURE – VPA/BSO DATE _____

**SOLE/SINGLE SOURCE AUTHORIZATION:
(PURCHASING USE ONLY)**

APPROVED

DISAPPROVED

By: _____ Date: _____ Guidelines Div. #: _____

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court, Sacramento, CA 95825

Phone (916) 568-3071 FAX (916) 568-3145

Purchasing Department

lrcdpurchase@losrios.edu



Sacramento City College

American River College

Cosumnes River College

Folsom Lake College

CONFLICT OF INTEREST STATEMENT

This is to certify that the undersigned employee(s) has/have no economic interests which may foreseeably be materially affected by having participated in the development of the specifications for service, equipment and/or material represented by the referenced requisition.

(Pursuant to District Regulation R-8323 and District Policy P-8611)

This form must be signed and submitted with the Purchase Requisition (GS Form 127) for those transactions listed below.)

- ❖ Sole Source
- ❖ Professional Service Agreements

- ❖ Service Agreements (GS Form 78: Rev. 2/2012)
- ❖ Selection Committee Recommendations (formal process)

READ CAREFULLY BEFORE SIGNING:

Jan Wallace 2/11/19
Employee/Date

Selection Committee Member/Date

0000041086
Requisition Number

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

OFFICIAL USE ONLY:	
PURCHASE ORDER#	
BUYER/DATE:	