LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001099354

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: 0000004283 PITNEY BOWES INC

STORE OPERATIONS MSC 14-00

PO BOX 906

SHELTON CT 06484-0946

Phone: Fax: (800) 243-7824 (800) 882-2499

email:

Date	Revision	Page
06/26/2018	4 - 06/05/201	9 1
Payment Terr	ns Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		Location / Dept
1011761 AND	REWSA HANEYB	04EDCB247 EDC

Ship To:

EL DORADO CENTER

RECEIVING

6699 CAMPUS DRIVE PLACERVILLE CA 95667

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	S/N: 0872936 - 4 YR LEASE AGREEMENT FOR DM300C POSTAGE MACHINE WITH 5 LB SCALE AT \$107.11 X 12 MONTHS = \$1,285.32 FROM: 7/1/18 - 6/30/19 LOCATION: EL DORADO CENTER MAILROOM - 04EDCB247	1.00EA	1,863.20	1,863.20	07/01/2018
2- 1	TAX \$107.11 X 7.25% = \$7.77 X 12 MONTHS = \$93.24	1.00EA	99.24	99.24	07/01/2018

INCLUDES: EQUIPMENT, METER, MAINTENANCE, RESETS, PURCHASE POWER AND USPS UPDATES INCLUDES: INTELLILINK INTERFACE AND SUBSCRIPTION, ACCOUNTING SOFTWARE AND INSTALLATION 7/01/15 - 6/30/16: 12 MOS @\$107.11 + \$8.03 SALES TAX PER/MO = \$1381.68 (PO#0001082354) 7/01/16 - 6/30/17 12 MOS @\$107.11 + \$8.03 SALES TAX PER/MO = \$1381.68 (PO#0001087631) 7/01/17 - 6/30/18: 12 MOS @\$107.11 + \$7.77 SALES TAX (7.25%) PER/MO = \$1378.56 (PO#0001093712) 7/01/18 - 6/30/19: 12 MOS @\$107.11 + \$7.77 SALES TAX (7.25%) PER/MO = \$1378.51 (PO#CONTRACT# 043012

PY PO#0001093712

06-03-19 CHANGE ORDER PER J. HARMAN NEW PO TOTAL \$1,658.51 - BH TO SETTLE INVOICE# 3100000000

06-05-19 CHANGE UNIT PRICE ON LINE# 1 TO \$1,863.20 PER J. HARMAN. NEW PO TOTAL \$1,962.44 - BH

Sub Total Amount Sales Tax Amount Total PO Amount 1,962.44 0.00 1,962.44

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.

PURCHASE ORDER NO 0001099354 CHANGE ORDER LOS RIOS COMMUNITY COLLEGE DISTRICT

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: 0000004283 PITNEY BOWES INC STORE OPERATIONS MSC 14-00

PO BOX 906

SHELTON CT 06484-0946

Phone: Fax:

(800) 243-7824 (800) 882-2499

email:

Date Revision Page 06/26/2018 4 - 06/05/2019 Freight Terms Ship Via **Payment Terms** Best Metho NET 30 Shipping Point Location / Dept Reference: 1011761 ANDREWSA HANEYB 04EDCB247 EDC

Ship To:

EL DORADO CENTER

RECEIVING

6699 CAMPUS DRIVE PLACERVILLE CA 95667

United States

Bill To:

1919 Spanos Court

Sacramento CA 95825-3981

United States

Tax Exempt? N

Item/Description Line-Sch

Quantity UOM

PO Price

Extended Amt

Due Date

GENFD

Fd 5601

11

Org FL. VT. ELDO

Prog 67900 00000

041A

Amount 1.962.44 <u>BYear</u> 2019

0001011761KIRKLINK29-MAY-2018

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**

Authorized Signature on Total PO Amount Page

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Change Order Request

PO # 0001099354 Request Date: 6/5/19 College/Dept: EDC Ops

Vendor Name PITNEY BOWES INC

DO NOT SEND CHANGE ORDER TO VENDOR

Change unit price on line 1 to \$1,863.20 (Increase by 303.93)

OTHER: Settlement Invoice #3100000000

Change Order Request

PO # 0001099354 Request Date: 6/3/19 College/Dept: EDC Ops

Vendor Name PITNEY BOWES INC

DO NOT SEND CHANGE ORDER TO VENDOR

Change unit price on line 1 to \$1,559.27

☐ Change unit price on line 2 to \$98.24

OTHER: Settlement Invoice #3100000000

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

PURCHASE ORDER NO 0001099354

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

 Date
 Revision
 Page

 06/26/2018
 1

 Payment Terms
 Freight Terms
 Ship Via

 NET 30
 Shipping Point
 Best Metho

 Reference:
 Location / Dept

 1011761 ANDREWSA SHEWMAKERN
 04EDCB247
 EDC

Supplier: 0000004283 PITNEY BOWES INC STORE OPERATIONS MSC 14-00 PO BOX 906

SHELTON CT 06484-0946

Phone: (800) 243-7824 Fax: (800) 882-2499

email:

Ship To: EL DORADO CENTER

RECEIVING

6699 CAMPUS DRIVE PLACERVILLE CA 95667

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Bill To: 1919 Spanos Court

Sacramento CA 95825-3981

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Tax Exempt? N Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
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PY PO#0001093712

Sub Total Amount Sales Tax Amount Total PO Amount 1,378.56 0.00 1,378.56

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0001011761KIRKLINK29-MAY-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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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

0000004283

Supplier:

Ship To:

PITNEY BOWES INC

6699 CAMPUS DRIVE

PLACERVILLE CA 95667

STORE OPERATIONS MSC 14-00

PO BOX 906

SHELTON CT 06484-0946

United States

RECEIVING

Phone: email:

(800) 243-7824

Fax: (800) 882-2499

Business Unit: GENFD **OPEN** Reg ID: Date 0001011761

Page

07/01/2018

Requisition Name: 2019 (LSE) PITNEY BOWES

Requester Bldg# Adrienne Andrews EDC

Requester Signature

Buyer: Nicholas Shewmaker

Approved:

Entered By: ANDREWSA 17-APR-2018

Line-Schd	Description	Quantity	UOM	Price	Extended Amt Due Date
1-1	S/N: 0872936 - 4 YR LEASE AGREEMENT FOR DM300C POSTAGE MACHINE WITH 5 LB SCALE AT \$107.11 X 12 MONTHS = \$1,285.32 FROM: 7/1/18 - 6/30/19 LOCATION: EL DORADO CENTER MAILROOM - 04EDCB247	1	EA	1,285.32	1,285.32 07/01/2018
2-1	TAX \$107.11 X 7.25% = \$7.77 X 12 MONTHS = \$93.24	1	EA	93.24	93.24 07/01/2018

Total Requisition Amount:

1,378.56

INCLUDES: EQUIPMENT, METER, MAINTENANCE, RESETS, PURCHASE POWER AND USPS UPDATES INCLUDES: INTELLILINK INTERFACE AND SUBSCRIPTION, ACCOUNTING SOFTWARE AND INSTALLATION 7/01/15 - 6/30/16: 12 MOS @\$107.11 + \$8.03 SALES TAX PER/MO = \$1381.68 (PO#0001082354) 7/01/16 - 6/30/17 12 MOS @\$107.11 + \$8.03 SALES TAX PER/MO = \$1381.68 (PO#0001087631) 7/01/17 - 6/30/18: 12 MOS @\$107.11 + \$7.77 SALES TAX (7.25%) PER/MO = \$1378.56 (PO#0001093712) 7/01/18 - 6/30/19: 12 MOS @\$107.11 + \$7.77 SALES TAX (7.25%) PER/MO = \$1378.51 (PO# CONTRACT# 043012

PY PO#0001093712

GENFD

<u>BU</u> Sub

FL.VI.ELDO 67900 00000 041A

Amount 1,378.56

Approval Signature

Apprøval Signature

Approval Signature

PITNEY BOWES GLOBAL FINANCIAL SERVICES LEASE AGREEMENT NJPA FAIR MARKET VALUE LEASE, Contract #043012-PIT

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Full Legal Name of Lesses		MUNITY			
			DBA Name of Lessee	Tax ID # (FEI	N/TIN)
1919 SPANOS CT			SACRAMENTO	CA	95825-3905
Billing Address: Street			City	State	Zip+4
				21849663	865
Billing Contact Name			Billing Contact Phone #	Billing CAN #	
6699 CAMPUS DR			PLACERVILLE	CA	95667-7744
	erent from billing address)	Street	City	State	Zip+4
		110		004200260	007
installation Contact Name			Installation Contact Phene#	Installation CA	N 9
Please note any special bil	lling requirements here		Invoice Attention To	Customer PO	y .
Your Business Ne	eds			NAME OF TAXABLE PARTY.	
oul putares			Check items to be included in customer's p		
	olution Description		X Service Level Agreement		
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1 Basic Accoun	ting (50 Accounts)				
1 5 lb Integrated		MAN A	X Self-Guard® Subscription-Provides post	at and carrier variates	
1 Integrated We	eighing Platform		If you do not choose Soft-Goard protection	n with your lease, you will auto	matically receive
1 pbSmartPosta			updates at PRFs control rates		
1 IntelliLink Sub	scription		X Intellit.intell Subscription/Reter Rental - F	vordes supplied bring and i	icibiles postage resets
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PITNEY BOWES GLOBAL FINANCIAL SERVICES LEASE AGREEMENT NJPA FAIR MARKET VALUE LEASE, Contract #043012-PIT Agreement Number Your Business Information EL DORADO CENTER LOS RIOS COMMUNITY Tax 1D # (FEIN/TIN) DBA Name of Lessee Full Legal Name of Lessee 95825-3905 1919 SPANOS CT SACRAMENTO CA State Zip+4 Billing Address: Street 21849663865 Billing CAN # Billing Contact Name Billing Contact Phone # 95667-7744 PLACERVILLE CA 6699 CAMPUS DR State Installation Address (If different from billing address) Street 00420026007 Installation CAN # Installation Contact Phone# installation Contact Name Customer PO # Invoice Attention To Please note any special billing requirements here Your Business Needs Check items to be inclinted in customer's payment **Business Solution Description** Service Level Agreement Mail Stream Solution - 3 Lier 2 - Prinvites Standard SLA plus Training and porthead replacement DM300C Digital Meter System IntelliLink Interface / PSD for DM300C/ DM400C/DM450C w/PP Software Maintenance (additional terms apply) - Provides revision updates & lechnical assistance Basic Accounting (50 Accounts) 5 lb Integrated Weighing Seft-Guardio Subscription - Provides postol and carrier updates: If you do not choose Soft-Guard protection with your lease, you will automatically receive Integrated Weighing Platform pbSmartPostage Free updates at PBrs correct rates IntelliLink Subscription tracthLink() Subscription Meter Rental - Provides simplified billing and includes postage resets () Value Based Services (a) Purchase Power@credit line Permit Mail Payment Service - Allows you to consolidate permit postage with instered postage order one account. As a peint matuser, we need USPS forms 6001, 6002, and 6003, along with the Permit Enrollment form to activate your Permit Mail Payment service YES PROFS ValueMAX@Program (Q)No Enrollment it will provide proof of insurface within the mext 30 days as noted in paragraph encompany to the second of the Your Payment Plan Billed Quarterly At* **Number Of Months Monthly Amount** () Required advance check of \$() received () Tax Exempt Certificate Attached \$321.33 First \$107.11 () Tax Exempt Certificate Not Required Over not locked any applicable taxes, payment plans begin after any applicable Internet Usage Period Your Signature Below The state of the s By signing below, you agree to be bound by all the terms and conditions of this Agreement, including those located in the NJPA Contract Number 043012-PIT. effective date July 11, 2012 which are available at www.pb.com/states/njpa and are incorporated by reference. The lease will be binding on PBGFS only after PBGFS has completed its credit and documentation approval process and an authorized PBGFS employee signs below. The lease requires you either to provide proof of insurance or instead participate in the Pitney Boxes ValueMAX equipment protection program (see paragraph L9 on page 2) for an additional fee. Date Customer Signature

Title

473

District Office

Print Name

Sales Information

Account Rep Name

Shannon Monastero

1-1- W. MERMO T. BURELLY'S

Email Address

PBGFS Acceptance

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