

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001099396
CHANGE ORDER**

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

Date	Revision	Page
06/27/2018	3 - 03/11/2019	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1012395 BARNES-LIGUORIK HANEYB04	ASP25 INST	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000004527
RAY MORGAN CO
3131 ESPLANADE
CHICO CA 95973

Phone: (800) 640-6065
Fax: (530) 343-9470

email: contracts@raymorgan.com

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
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 GPQ51923, ID 73345, IR 5045 LOCATED IN FL2-142 MONTHLY BASE RATE \$155.25 WITH 10,000 BW, AND 208 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0133/COPY, COLOR OVERAGE .1099.	1.00 LOT	2,600.00	2,600.00	06/30/2019
2- 1	S/N GNW51412, ID 73343, IR 5035 LOCATED IN PAC-2270 MONTHLY BASE RATE \$44.59 WITH 3,083 BW, AND 100 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0109/COPY, COLOR OVERAGE .1099.	1.00 LOT	1,900.00	1,900.00	06/30/2019
3- 1	S/N KLP00320, ID 28831, IR 3570 LOCATED IN LIBRARY FL1-25 MONTHLY BASE RATE \$18.98 WITH 1,250 MONTHLY BW COPIES INCLUDED, OVERAGE \$0.0154/COPY	1.00 LOT	180.34	180.34	06/30/2019
4- 1	S/N LYA53145, ID 115220 IR 2230 LOCATED IN GYM-182 MONTHLY BASE RATE \$40.33 WITH 2,000 BW, AND 300 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0097/COPY, COLOR OVERAGE .07.	1.00 LOT	750.00	750.00	06/30/2019
5- 1	S/N LYA53143, ID 115221, IR 2230 LOCATED IN FL4-127 MONTHLY BASE RATE \$45.16 WITH 2,5000 BW, AND 300 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0097/COPY, COLOR OVERAGE .07.	1.00 LOT	675.00	675.00	06/30/2019
6- 1	7.25% SALES TAX ON 35% OF AGREEMENT FOR LINES 1 TO 5, AND 7 (\$5945.34 X 35% X 7.25%).	1.00 LOT	150.86	150.86	06/30/2019
7- 1	SN XUW12191 ID 161399 CANON IR C55351 LOCATED IN FL1-25. QUARTERLY BASE RATE \$38.50 INCLUDES 4250 B/W IMAGES; B/W OVERAGES.009, ALL COLOR .0558	1.00 LOT	90.00	90.00	06/30/2019

BILLED QUARTERLY
MAINTENANCE AGREEMENT INCLUDES ALL PARTS, LABOR, PM, EMERGENCY REPAIRS, CONSUMABLES EXCEPT PAPER AND STAPLES
CONTRACT #CN3055-05
PERIOD: 7/1/18 - 6/30/19

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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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 0001099396
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Date	Revision	Page
06/27/2018	3 - 03/11/2019	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:		Location / Dept
1012395 BARNES-LIGUORIK HANEYB		04ASPH25 INST

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Tax Exempt? N

Line	Sub	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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FAX PO
ENCLOSED WITH MAINTENANCE AGREEMENT CN3055-04

02-26-19 CHANGES LISTED BELOW PER J. HARMAN. NEW PO TOTAL \$6,096.20 - BH

LINE# 3 - REDUCED LINE BY \$79.66 TO YTD MATCHED AMOUNT OF \$180.34 TO CLOSE LINE.

LINE# 6 - CHANGE UNIT PRICE TO \$150.86, CHANGE DESCRIPTION.

LINE# 7 - ADD NEW COPIER SN:XUW12191 ID 161399 CANON IR C55351 LOCATED IN FL1-25, WITH LINE COMMENTS, UNIT PRICE \$90.00, BUDGET: GENFD 5600 11 FL.VI.OFFC 67900 00000 041A

03-11-19 CHANGES LISTED BELOW PER J. HARMAN. NEW PO TOTAL \$6,346.20 - BH

LINE# 4 CHANGE UNIT PRICE TO \$750.00
LINE# 5 CHANGE UNIT PRICE TO \$675.00

Sub Total Amount	6,346.20
Sales Tax Amount	0.00
Total PO Amount	6,346.20

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VI.OFFC	67900	00000	041A	6,346.20	2019

0001012395KIRKLINK30-MAY-2018

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Change Order Request

PO# 0001099396

REQUEST DATE: 3/7/19

COLLEGE/DEPT.: FLC PRNT

VENDOR NAME: RAY MORGAN CO

CHANGE UNIT PRICE on LINE# 4 TO \$750.00

CHANGE UNIT PRICE on LINE# 5 TO \$675.00

BUDGET:

GENFD 5600 11 FL.VI.OFFC 67900 00000 2019 041A

**LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001099396
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06/27/2018	2 - 02/26/2019	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
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1012395 BARNES-LIGUORIK HANEYB04	ASP25 INST	

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RAY MORGAN CO
3131 ESPLANADE
CHICO CA 95973

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Bill To: 1919 Spanos Court
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United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
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	MONTHLY BASE RATE \$155.25 WITH 10,000 BW, AND 208 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0133/COPY, COLOR OVERAGE .1099.				
2- 1	S/N GNW51412, ID 73343, IR 5035 LOCATED IN PAC-2270	1.00 LOT	1,900.00	1,900.00	06/30/2019
	MONTHLY BASE RATE \$44.59 WITH 3,083 BW, AND 100 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0109/COPY, COLOR OVERAGE .1099.				
3- 1	S/N KLP00320, ID 28831, IR 3570 LOCATED IN LIBRARY FL1-25	1.00 LOT	180.34	180.34	06/30/2019
	MONTHLY BASE RATE \$18.98 WITH 1,250 MONTHLY BW COPIES INCLUDED, OVERAGE \$0.0154/COPY				
4- 1	S/N LYA53145, ID 115220 IR 2230 LOCATED IN GYM-182	1.00 LOT	550.00	550.00	06/30/2019
	MONTHLY BASE RATE \$40.33 WITH 2,000 BW, AND 300 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0097/COPY, COLOR OVERAGE .07.				
5- 1	S/N LYA53143, ID 115221, IR 2230 LOCATED IN FL4-127	1.00 LOT	625.00	625.00	06/30/2019
	MONTHLY BASE RATE \$45.16 WITH 2,5000 BW, AND 300 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0097/COPY, COLOR OVERAGE .07.				
6- 1	7.25% SALES TAX ON 35% OF AGREEMENT FOR LINES 1 TO 5, AND 7 (\$5945.34 X 35% X 7.25%).	1.00 LOT	150.86	150.86	06/30/2019
7- 1	SN XUW12191 ID 161399 CANON IR C5535I LOCATED IN FL1-25.	1.00 LOT	90.00	90.00	06/30/2019
	QUARTERLY BASE RATE \$38.50 INCLUDES 4250 B/W IMAGES; B/W OVERAGES.009, ALL COLOR .0558				

BILLED QUARTERLY
MAINTENANCE AGREEMENT INCLUDES ALL PARTS, LABOR, PM, EMERGENCY REPAIRS, CONSUMABLES EXCEPT PAPER AND STAPLES
CONTRACT #CN3055-05
PERIOD: 7/1/18 - 6/30/19

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06/27/2018	2 - 02/26/2019	2
Payment Terms	Freight Terms	Ship Via
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Reference:	Location / Dept	
1012395 BARNES-LIGUORIK HANEYB04	ASPH25 INST	

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RAY MORGAN CO
3131 ESPLANADE
CHICO CA 95973

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Line-Sub	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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FAX PO
ENCLOSED WITH MAINTENANCE AGREEMENT CN3055-04

02-26-19 CHANGES LISTED BELOW PER J. HARMAN. NEW PO TOTAL \$6,096.20 - BH
LINE# 3 - REDUCED LINE BY \$79.66 TO YTD MATCHED AMOUNT OF \$180.34 TO CLOSE LINE.
LINE# 6 - CHANGE UNIT PRICE TO \$150.86, CHANGE DESCRIPTION.
LINE# 7 - ADD NEW COPIER SN:XUW12191 ID 161399 CANON IR C5535I LOCATED IN FL1-25, WITH LINE
COMMENTS, UNIT PRICE \$90.00, BUDGET: GENFD 5600 11 FL.VI.OFFC 67900 00000 041A

Sub Total Amount	6,096.20
Sales Tax Amount	0.00
Total PO Amount	6,096.20

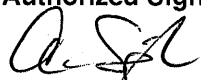
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VI.OFFC	67900	00000	041A	6,096.20	2019

0001012395KIRKLINK30-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>

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Change Order Request

PO# 0001099396

REQUEST DATE: 2/21/19

COLLEGE/DEPT.: FLC Printing

VENDOR NAME: RAY MORGAN CO

CLOSE REMAINING BALANCE OF \$79.66 ON LINE 3

ADD THE FOLLOWING LINE 7 TO THE PURCHASE ORDER:

QTY: 1 EA \$90.00 (AMOUNT ONLY) **DESCR:** SN XUW12191 ID 161399 CANON IR C5535I LOCATED IN FL1-25.

LINE ITEM COMMENT: QUARTERLY BASE RATE \$38.50 INCLUDES 4250 B/W IMAGES; B/W OVERAGES.009, ALL COLOR .0558

BUDGET: GENFD 5600 11 FL.VI.OFFC 67900 00000 041A

CHANGE DESCRIPTION ON LINE 6 TO: 7.25% SALES TAX ON 35% OF AGREEMENT FOR LINES 1 TO 5, **AND 7** \$5945.34 X 35% X 7.25%

CHANGE PRICE ON LINE 6 TO: \$150.86

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06/27/2018	1 - 06/28/2018	1
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Reference:	Location / Dept	
1012395 BARNES-LIGUORIK SHEWMA	40PER206 INST	

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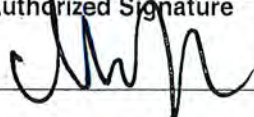
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6- 1	7.25% SALES TAX ON 35% OF AGREEMENT FOR LINES 1 TO 5 \$5935.00 X 35% X 7.25%	1.00 LOT	150.61	150.61	06/30/2019

BILLED QUARTERLY
 MAINTENANCE AGREEMENT INCLUDES ALL PARTS, LABOR, PM, EMERGENCY REPAIRS, CONSUMABLES EXCEPT PAPER AND STAPLES
 CONTRACT #CN3055-05
 PERIOD: 7/1/18 - 6/30/19
 PY PO 0001093413

FAX PO
 ENCLOSED WITH MAINTENANCE AGREEMENT CN3055-04

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1012395 BARNES-LIGUORIK SHEWMA	040PER206 INST	

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Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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Sub Total Amount	6,085.61
Sales Tax Amount	0.00
Total PO Amount	6,085.61

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VI.OFFC	67900	00000	041A	6,085.61	2019

0001012395KIRKLINK30-MAY-2018

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<http://www.losrios.edu/purchasing/povalidation>

Addition to Terms and Conditions/Revised 01/26/18

23. CERTIFICATION: CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.

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**Authorized Signature
on Total PO
Amount Page**

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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.
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: RAY MORGAN CO
3131 ESPLANADE
CHICO CA 95973
United States

0000004527

Business Unit: GENFD OPEN	
Req ID: 0001012395	Date 07/01/2018
Page 1	
Requisition Name: 2019 RAY MORGAN (MA) VI	
Requester Kathy Barnes-Liquori	Bldg# INST
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: BARNES-K 15-MAY-2018	

Phone: (800) 640-6065 **Fax:** (530) 343-9470
email: contracts@raymorgan.com

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

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	S/N GPQ51923, ID 73345, IR 5045 LOCATED IN FL2-142	1	LOT	2,600.00	2,600.00	
MONTHLY BASE RATE \$155.25 WITH 10,000 BW, AND 208 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0133/COPY, COLOR OVERAGE .1099.						
2-1	S/N GNW51412, ID 73343, IR 5035 LOCATED IN PAC-2270	1	LOT	1,900.00	1,900.00	
MONTHLY BASE RATE \$44.59 WITH 3,083 BW, AND 100 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0109/COPY, COLOR OVERAGE .1099.						
3-1	S/N KLP00320, ID 28831, IR 3570 LOCATED IN LIBRARY FL1-25	1	LOT	260.00	260.00	
MONTHLY BASE RATE \$18.98 WITH 1,250 MONTHLY BW COPIES INCLUDED, OVERAGE \$0.0154/COPY						
4-1	S/N LYA53145, ID 115220 IR 2230 LOCATED IN GYM-182	1	LOT	550.00	550.00	
MONTHLY BASE RATE \$40.33 WITH 2,000 BW, AND 300 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0097/COPY, COLOR OVERAGE .07.						
5-1	S/N LYA53143, ID 115221, IR 2230 LOCATED IN FL4-127	1	LOT	625.00	625.00	
MONTHLY BASE RATE \$45.16 WITH 2,5000 BW, AND 300 COLOR COPIES INCLUDED. B/W OVERAGE \$0.0097/COPY, COLOR OVERAGE .07.						
6-1	7.25% SALES TAX ON 35% OF AGREEMENT FOR LINES 1 TO 5 \$5935.00 X 35% X 7.25%	1	LOT	150.61	150.61	
Total Requisition Amount:					<u>6,085.61</u>	

BILLED QUARTERLY
MAINTENANCE AGREEMENT INCLUDES ALL PARTS, LABOR, PM, EMERGENCY REPAIRS, CONSUMABLES EXCEPT PAPER AND STAPLES
CONTRACT #CN3055-05
PERIOD: 7/1/18 - 6/30/19
PY PO 0001093413

FAX PO

Approval Signature	Approval Signature	Approval Signature
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Requisition

Supplier: RAY MORGAN CO
3131 ESPLANADE
CHICO CA 95973
United States

0000004527

Phone: (800) 640-6065 **Fax:** (530) 343-9470
email: contracts@raymorgan.com

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

Business Unit: GENFD OPEN		
Req ID:	Date	Page
0001012395	07/01/2018	2
Requisition Name: 2019 RAY MORGAN		
Requester	Bldg#	
Kathy Barnes-Liquori	INST	
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: BARNES-K 15-MAY-2018		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
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ENCLOSED WITH MAINTENANCE AGREEMENT CN3055-04

<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	5600	11	FL.VI.OFFC	67900	00000	041A	6,085.61

Approval Signature	Approval Signature	Approval Signature
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05/07/2018

Attn: Kathy Barnes
Los Rios Community College Dist DO Receiving
1919 Spanos Ct
Sacramento, CA 95825

Re : CN3055-06 , All Inclusive

NEW PURCHASE ORDER REQUIRED

As a reminder, your maintenance agreement is in need of a new purchase order for Contract # CN3055-06, running 07/01/2018 through 06/30/2019. For reference, the current purchase order # is 0001093407, set to expire on 7/1/2018.

Thank you for your loyalty as a Ray Morgan Company customer. To assist in preparation of your new purchase order, below please find your covered copies, volume and rate table. Your base rate and copies included are represented as per month. The actual billing cycle is listed under "Base Type". For example: If the contract base type is quarterly, the base rate will be billed 3x the monthly base rate and include 3x the copies included in the table. For PO purposes only, please encumber \$7,080.88 + tax. Sales tax is calculated with 34% of the agreement being taxed at your current sales tax rate. All other terms and conditions of the original agreement (or subsequent agreement if applicable) will remain in effect.

Table with 14 columns: Item, Equip ID, Serial Number, Ship To Name, Location Info, Base Type, Monthly Base Rate, Overage Type, BW Group Name, Monthly BW Copies Included, BW Group Rate, CLR Group Name, Monthly CLR Copies Included, CLR Rate. It lists details for five different items including equipment IDs, serial numbers, and rates.

Please contact me if you would like to make any volume changes to your contract, otherwise, please submit your new purchase order referencing your maintenance agreement # CN3055-06 by:

Scan to email to contracts@raymorgan.com

Faxing 530-781-1008

US Mail Attn: Tina Peters, Ray Morgan Company, 3131 Esplanade, Chico CA 95973.

At the Ray Morgan Company we are constantly looking for ways to decrease clients overall costs while streamlining associated billing. Please take a moment to review the enclosed brochure on our Managed Print Services (MPS) program. If you have not already taken advantage of this valuable service, I would greatly appreciate the opportunity to discuss how an implementation, consolidated with your current agreement, may benefit Los Rios Community College Dist DO Receiving.

Thank you again for your continued business.

Sincerely,

Tina Peters

Director of Aftermarket and Contracts

Corporate Headquarters - Chico CA

Direct 530-230-4827

Fax 530-781-1008

tpeters@raymorgan.com

www.raymorgan.com

P.S. We always try to notify the right person about agreement renewals, but sometimes things change. If you have received this letter in error, we would appreciate your forwarding it to the correct person or contact us at the number provided so that we may update our records.

Customer Signature X _____