

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

**PURCHASE ORDER NO 0001104259  
CHANGE ORDER**

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

<b>Date</b> 03/11/2019	<b>Revision</b> 1 - 03/26/2019	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 1017572 HENDRICKST HANEYB		<b>Location / Dept</b> 04CYPH210 SME

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000004574  
REI  
1790 EXPO PARKWAY  
SACRAMENTO CA 95815

**Phone:** (916) 924-8900  
**Fax:** (253) 891-2638

**email:**

**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

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	BINOCULAR KRUGER BACKCOUNTRY 10X42 ROOF BINOCULARS ITEM #11672	1.00 EA	124.93	0.00	CANCEL
2- 1	BURLEY PANNIER SET - PAIR ITEM# 1460620001	1.00 EA	89.00	89.00	04/05/2019

03-26-19 CHANGE ORDER PER J. HARMAN. NEW PO TOTAL \$95.90 - BH

CANCEL LINE# 1 - ITEM# 11672 - VENDOR UNABLE TO PROVIDE ITEM, OUT OF STOCK. REI CORP. EMAIL  
03/13/19

ADD LINE# 2 - ITEM# 146062001 - SUBSTITUTION FOR LINE# 1

<b>Sub Total Amount</b>	89.00
<b>Sales Tax Amount</b>	6.90
<b>Total PO Amount</b>	95.90

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4300	12	FL.VI.VTEA	22061	00000	314A	95.90	2019

0001017572CHAVEZA07-MAR-2019

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.

## Change Order Request

**PO# 0001104259**

**REQUEST DATE: 3/23/19**

**COLLEGE/DEPT.: FLC SCI**

**VENDOR NAME: REI**

CHANGE DESCR on LINE# 1 TO BURLEY PANNIER SET - PAIR

CHANGE UNIT PRICE ON LINE # 1 TO \$89.00

**COMMENTS: SUBSTITUTION FOR UNAVAILABLE ITEM**

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001104259**

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

<b>Date</b> 03/11/2019	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Metho
<b>Reference:</b> 1017572 HENDRICKST HANEYB		<b>Location / Dept</b> 04CYPH210 SME

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

**Supplier:** 0000004574  
 REI  
 1790 EXPO PARKWAY  
 SACRAMENTO CA 95815

**Phone:** (916) 924-8900  
**Fax:** (253) 891-2638

**email:**

**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

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	BINOCULARS KRUGER BACKCOUNTRY 10X42 ROOF BINOCULARS ITEM #11672	1.00 EA	124.93	124.93	03/29/2019

<b>Sub Total Amount</b>	124.93
<b>Sales Tax Amount</b>	9.68
<b>Total PO Amount</b>	134.61

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.VTEA	22061	00000	314A	134.61	2019

0001017572CHAVEZA07-MAR-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**

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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

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.

**From:** [Hendricks, Theresa](#)  
**To:** [Haney, Brenda](#)  
**Cc:** [Harman, Joany](#)  
**Subject:** FW: Please Advise\_ PO 0001104259 REI - FLC / FW: REI PO Order  
**Date:** Wednesday, March 13, 2019 1:52:41 PM

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Item substitution – see below

I will print up and send the CO to Greg - Vicky

Are change orders online through PS yet?

Thanks!

*Theresa D. Hendricks*

Theresa D. Hendricks | Physical Sciences Laboratory  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
p. 916.608.6776 | f. 916.608.6991 | [hendrit@flc.losrios.edu](mailto:hendrit@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

---

**From:** Pittman, Jason <[PittmaJ@flc.losrios.edu](mailto:PittmaJ@flc.losrios.edu)>  
**Sent:** Wednesday, March 13, 2019 1:44 PM  
**To:** Hendricks, Theresa <[hendrit@flc.losrios.edu](mailto:hendrit@flc.losrios.edu)>  
**Subject:** RE: Please Advise\_ PO 0001104259 REI - FLC / FW: REI PO Order

How about these:

<https://www.rei.com/product/146062/burley-pannier-set-pair>

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**From:** Hendricks, Theresa <[hendrit@flc.losrios.edu](mailto:hendrit@flc.losrios.edu)>  
**Sent:** Wednesday, March 13, 2019 11:42 AM  
**To:** Pittman, Jason <[PittmaJ@flc.losrios.edu](mailto:PittmaJ@flc.losrios.edu)>  
**Subject:** FW: Please Advise\_ PO 0001104259 REI - FLC / FW: REI PO Order  
**Importance:** High

Need a replacement ASAP

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**From:** Haney, Brenda <[haneyb@losrios.edu](mailto:haneyb@losrios.edu)>  
**Sent:** Wednesday, March 13, 2019 10:46 AM  
**To:** Harman, Joany <[harmanj@flc.losrios.edu](mailto:harmanj@flc.losrios.edu)>  
**Cc:** Hendricks, Theresa <[hendrit@flc.losrios.edu](mailto:hendrit@flc.losrios.edu)>  
**Subject:** Please Advise\_ PO 0001104259 REI - FLC / FW: REI PO Order

**FLC: Vendor cannot supply selected item. Please advise how you want to proceed.**

Thank you,



Brenda Haney

Purchasing / Buyer III

1919 Spanos Ct., Sacramento, CA 95825

☎ 916-568-3072 Fax: 916.568.3145 | ✉ [haneyb@losrios.edu](mailto:haneyb@losrios.edu)

-----Original Message-----

From: Corporate Sales Generic E-mail Box <[corporate3@rei.com](mailto:corporate3@rei.com)>

Sent: Wednesday, March 13, 2019 10:13 AM

To: [samish@rei.com](mailto:samish@rei.com)

Cc: LRCCD-Purchase <[LRCCDPurchase@losrios.edu](mailto:LRCCDPurchase@losrios.edu)>

Subject: REI PO Order

Hello,

I am working on your PO Order for the KRUGER Backcountry 10x42 Roof Binoculars (item#116724) and it seems that we are out of stock.

Sorry for the inconvenience, please let us know if there is anything else we can do.

Cheers!

Ellis Baker, corporate & group sales

1700 45th St E, Sumner, WA 98352 | p 1.800.258.4567 | rei.com [elbaker@rei.com](mailto:elbaker@rei.com) | [corporate-sales@rei.com](mailto:corporate-sales@rei.com)

-----Original Message-----

From: [samish@rei.com](mailto:samish@rei.com) [<mailto:samish@rei.com>]

Sent: Wednesday, March 13, 2019 9:47 AM

To: Corporate Sales Generic E-mail Box <[corporate3@rei.com](mailto:corporate3@rei.com)>

Subject: Sent from Samish - Sumner DC

This E-mail was sent from "SAMISH" (MP C4503).



Search for great gear & clothing

SIGN IN STORES CART

Camp & Hike Climb Cycle Paddle Run Snow Travel Yoga Men Women Kids Deals More REI OUTLET >

# Shopping cart


1 item

## \$89.00

Subtotal

[Continue shopping](#)

[Proceed to checkout](#)

Product	Quantity	Item Price	Total
 <p><b>Burley</b> Pannier Set - Pair Yellow #146092001</p> <p><a href="#">Save for later</a> <a href="#">Remove</a></p>	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	\$89.00	<b>\$89.00</b>
<input checked="" type="radio"/> <b>Ship - Free for orders over \$50</b>			
<input type="radio"/> <b>Pick up in store - Free</b> <a href="#">Find a store near you</a>			

This order qualifies for FREE Standard shipping! [Learn more](#)

FREE shipping \$0.00

**Have a coupon?** Apply your code in the Payment section of checkout.

**Subtotal** \$89.00

**Gift wrap** Add gift wrap to this item in the Shipping section of checkout.

# Requisition

**Supplier:** REI  
 1790 EXPO PARKWAY  
 SACRAMENTO CA 95815  
 United States

000004574

**Phone:** (916) 924-8900      **Fax:** (253) 891-2638  
**email:**

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

<b>Business Unit:</b> GENFD    OPEN	
Req ID: 0001017572	Date: 03/01/2019
Requisition Name: 2019 REI GIS Vtea 6	
Requester: Theresa Hendricks	Bldg#: SME
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: HENDRICT 01-MAR-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BINOCULARS KRUGER BACKCOUNTRY 10X42 ROOF BINOCULARS ITEM #11672	1	EA	124.93	124.93	03/29/2019

124.93 Sub-total  
 0.00 Est. tax

Total Requisition Amount: 124.93

<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	4300	12	FL.VI.VTEA	22061	00000	314A	124.93

2019 MAR -5 P 12:50  
 FID BUSINESS SERVICES

**Purchases Charged to Catagorical Programs, Grants or Special Project.**

This purchase is in compliance with the requirement of \_\_\_\_\_

For grants/special projects \_\_\_\_\_

\_\_\_\_\_

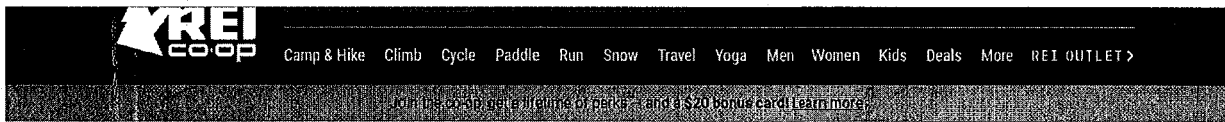
Name: \_\_\_\_\_

Approval Signature	Approval Signature	Approval Signature
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<b>Order Summary</b>	<b>View cart</b>
Subtotal	\$124.93
Estimated Shipping	FREE
Estimated Taxes	\$9.68
<b>Total due</b>	<b>\$134.61</b>

<https://www.rei.com/product/116724/kruger-backcountry-10x42-roof-binoculars>



Camping and Hiking > Gadgets > Binoculars and Optics > Binoculars



KRUGER

**KRUGER Backcountry  
10x42 Roof Binoculars**

★★★★☆ 3.7 (3)

Item #116724

**\$124.93** ~~**\$169.00\***~~

REDUCED PRICE You Save 26%

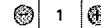
This item ships for FREE!

HURRY! Clearance quantities limited. Shop now for best selection.

Color: Black



Quantity



Ship to address

Pick up in store - Free  
Find a store near you

Black

124.93

# Perkins Expenditure Checklist

Requisition/PO/CBR/BPO/Travel Authorization Number: 000101 7572

Date: 3/1/19

## 9 REQUIRED USES OF PERKINS FUNDS

Please indicate which of the requirements below are met by this expenditure (check all that apply).

- 1. Strengthen academic and career technical skills of students through integration of academics with CTE programs
- 2. Link CTE Secondary and postsecondary programs with elements of at least one program of study.
- 3. Provide students with strong experience and understanding in all aspects of an industry which may include work-based learning (WBL) experiences.
- 4. Develop, improve, or expand use of technology.
- 5. Professional development
- 6. Develop and implement evaluations of programs with emphasis on special populations.
- 7. Initiate, improve, expand, and modernize quality programs, including relevant technology.
- 8. Provide services and activities of sufficient size, scope, and quality to be effective.
- 9. Provide activities to prepare special populations for high skill, high wage, or high demand occupations.

## PERMISSIBLE USE OF PERKINS FUNDS

Please indicate which of the permissive uses of Perkins funding are met by this expenditure (check all that apply).

- Involve parents, businesses, and labor organizations in the design, implementation, and evaluation of programs.
- Provide career guidance & academic counseling that improves graduation rates and information about career options.
- Local education and business partnerships including work-related experiences for students or faculty.
- Provide programs for special populations.
- Assisting CTE student organizations.
- Mentoring and support services.
- Leasing, purchasing, upgrading, or adapting equipment including instructional aides and publications.
- Teacher preparation programs that address the integration of academic and CTE programs.
- Developing and expanding program offerings in formats accessible for all students, including distance education.
- Facilitate transitions to BA degree programs including articulations agreements, dual enrollment, and counseling.
- Provide activities to support entrepreneurship education and training.
- Prepare individuals academically and technically for high-skill, high-wage, and high-demand occupations.
- Develop and support small, personalized CTE learning communities.
- Provide support for family and consumer sciences programs.
- Provide programs for nontraditional students to complete secondary education or upgrade technical skills.
- Assist individuals in continuing their education or training, or finding an appropriate job.
- Support training and activities, such as mentoring and outreach, in nontraditional fields.
- Provide support for training programs in automotive technologies.
- Leverage funding from other available sources for innovative initiatives.
- Support other CTE activities consistent with the purposes of Perkins.

Budget String: GENED/ 4300 /12/FL.VI.VTEA/ 22061 /00000/2018/ 314A \$ 134.61

Current balance in above budget string: \$ 418.05

Is this a permissible expenditure (see other side of this form for a list of impermissible uses)?  Yes  No