LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001109217
COMPL

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.

Date	Revision	Page
11/08/2019		1
Payment Terms	**Freight Terms**	**Ship Via**
NET 30	Shipping Point	See Details
Reference:		**Location / Dept**
1023251 WRIGHTM HANEYB		04ADMN PE/H/A

Supplier: 0000029950
BIGSIGNS.COM
22 S. HARBOR DEIVE, SUITE 101
GRAND HAVEN MI 49417

Phone: (800) 790-7611

email: michele@bigsigns.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
1- 1	WGS; 102" H X 749" W **LIVE AREA** 96"H X 743"W - WONDERWALL GRAPHIC SYSTEM, M1-4434 FABRIC DYESUB	1.00 EA	4,782.00	4,782.00	11/08/2019
2- 1	WGSFA 6.5' SECTIONS - WONDERWALL GRAPHICS SYSTEM FRAME WITH ADHESIVE ATTACHED.	1.00 LOT	1,449.00	1,449.00	11/08/2019
	LOT - INCLUDES 23 UNITS AT $63.00/EA				
3- 1	SET; FILE SETUP, PREPRESS AND ARCHIVING FEE	1.00 EA	79.00	79.00	11/08/2019
4- 1	SHIPPING	1.00 EA	310.00	310.00	11/08/2019

ESTIMATE# 10401 VALID TO 11-22-2019

Paid Ch# 94-789958
01/13/20 AMT $7102.91

Sub Total Amount	6,620.00
Sales Tax Amount	0.00
Total PO Amount	6,620.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	6490	12	FL.VI.KINE	08700	00000	696A	6,620.00	2020

0001023251CHAVEZA31-OCT-2019

Verification of this purchase order can be made using the Los Rios Community College District web site listed below.

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.

Requisition

Supplier: BIGSIGNS.COM 0000029950
22 S. HARBOR DEIVE, SUITE 101
GRAND HAVEN MI 49417
United States

Phone: (800) 790-7611
email: michele@bigsigns.com

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

Business Unit:	GENFD	OPEN
Req ID: 0001023251	Date 10/30/2019	Page 1
Requisition Name: BIG SIGNS		
Requester Matthew Wright		Bldg# PE/H/A
Requester Signature		
Buyer: Brenda Haney		
Approved:		
Entered By: M.J 30-OCT-2019		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	WGS; 102" H X 749" W **LIVE AREA** 96"H X 743"W - WONDERWALL GRAPHIC SYSTEM, M1-4434 FABRIC DYESUB	1	EA	4,782.00	4,782.00	11/13/2019
ASSET DEPT:	PE/H/A LOCATION: 04ADMN CATEGORY: ATHL 1 PROFILE: EQP:ATHL					
2-1	WGSFA 6.5' SECTIONS - WONDERWALL GRAPHICS SYSTEM FRAME WITH ADHESIVE ATTACHED.	23	EA	63.00	1,449.00	11/13/2019
ASSET DEPT:	PE/H/A LOCATION: 04ADMN CATEGORY: ATHL 23 PROFILE: EQP:ATHL					
3-1	SET; FILE SETUP, PREPRESS AND ARCHIVING FEE	1	EA	79.00	79.00	11/13/2019
ASSET DEPT:	PE/H/A LOCATION: 04ADMN CATEGORY: FEES 1 PROFILE: EQP:FEES					
4-1	SHIPPING	1	EA	310.00	310.00	11/13/2019
ASSET DEPT:	PE/H/A LOCATION: 04ADMN CATEGORY: FRT 1 PROFILE: EQP:FEES					

6,620.00	Sub-total
482.91	Est. tax
Total Requisition Amount:	7,102.91

ITEMS 1-2 ARE PARTS OF A SINGLE ASSET, PLEASE GROUP THEM TOGETHER.
ESTIMATE DATED 10/22/19
SOLE SOURCE DOCUMENTATION ATTACHED WITH JUSTIFICATION
ATHLETIC OPERATIONS; ATTN: MATT WRIGHT

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	6490	12	FL.VI.KINE	08700	00000	696A	6,620.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of _____

For grants/special projects _____

_____

Name: _____

Approval Signature	Approval Signature	Approval Signature

BigSigns.com, Inc.
22 S. Harbor Drive, Suite 101
Grand Haven, MI 49417 US
800.790.7611
www.bigsigns.com

Estimate 10401

ADDRESS	SHIP TO	DATE	TOTAL	EXPIRATION DATE
Folsom Lake College Attn: Matt Wright 10 College Pkwy. Folsom, CA 95630-6798	Folsom Lake College Attn: Matt Wright 10 College Pkwy. Folsom, CA 95630-6798	10/22/2019	$6,620.00	11/22/2019

SHIP VIA
UPS Ground

ITEM	QTY	RATE	AMOUNT
WGS 102"h x 749"w **Live Area** 96"h x 743"w - Wonderwall Graphic System, M1-4434 Fabric Dyesub.	1	4,782.00	4,782.00
WGSFA 6.5' Sections - Wonderwall Graphics System Frame with Adhesive Attached.	23	63.00	1,449.00
SET File Setup, Prepress and Archiving Fee.	1	79.00	79.00

SUBTOTAL	6,310.00
SHIPPING	310.00
TOTAL	$6,620.00

THANK YOU.

Accepted By

Accepted Date

FOLSOM LAKE COLLEGE
EL DORADO CENTER • RANCHO CORDOVA CENTER

INTEROFFICE MEMORANDUM

DATE: OCTOBER 24, 2019

TO: FLC BUSINESS SERVICES

FROM: MATT WRIGHT, DEAN, KHAN

SUBJECT: SOLE SOURCE EQUIPMENT JUSTIFICATION FOR CBR# 42458

BSO,

The item being purchased (fabric wall graphic system) is a brand enhancement and media piece for the Gym building and for the Kinesiology, Health, and Athletics Department. Due to the nature of this type of purchase, artistic and design elements must be discussed with the vendor prior to determining whether we will use them or not. For example, the vendor's design department may not share our vision and be unable to create the look and feel of the graphic that we want. This was the only company that I found that did not charge for this initial design consultation. As such, we worked together to create the look and feel of this piece and there really is no way to ensure that another vendor could re-create this.

Thank you and please let me know if you have any further questions.

Matt Wright

Dean, KHAN

x6687

LOS RIOS COMMUNITY COLLEGE DISTRICT
1919 Spanos Court, Sacramento, CA 95825
Phone (916) 568-3071 FAX (916) 568-3145
Purchasing Department
lrccdpurchase@losrios.edu

BigSigns, Inc.
CBR 42458

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:

10/24/19
Employee/Date

Selection Committee Member/Date

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:	

LOS RIOS COMMUNITY COLLEGE DISTRICT
Sole/Single Source Purchase Justification

Vendor: BigSigns.com, Inc. Requisition No: CBF 42458

Commodity/Service: Graphic System

Estimated annual expenditure for the above commodity or service: $: 7,102.90

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. X 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. X 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.

AUTHORIZED SIGNATURE – Dean/Department DATE 10/24/19

AUTHORIZED SIGNATURE – VPA/BSO DATE 10/31/19

SOLE/SINGLE SOURCE AUTHORIZATION:
(PURCHASING USE ONLY)

☐ **APPROVED** ☐ **DISAPPROVED**

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

AUTHORIZED
PERSONNEL
ONLY
EXIT

Folsom Lake College

800-790-7611

These designs are the intellectual property of Bigsigns.com and are to be used solely as part of a graphics project to be printed by Bigsigns.com. Any other use or distribution to non-organization personnel is prohibited and could result in your organization being billed $150 per hour for the time it took to prepare these designs.

ONE - 96"h x 743"w (Bleed 102"h x 749"w) Wonderwall

PMS 314c

PMS 312c

PMS 315c

PMS 316c

PLEASE READ: If you want specific colors matched, you must provide us with your pms colors. We will do the best to match your colors within the limitations of grand format printing technology. Matche can come close but exact matches should not be expected. When reviewing proofs, colors on your computer screen are not an exact representation of the colors you will be receiving because screen calibration ssues and the fact that computer screen colors are RGB and not CMYK colors like your printed project. Also the type of material printed on, lighting and pure human subjectivity help determine how a color is perceived to appear. Lastly if you are looking to match the colors to a previous banner we printed, please send us a swatch from that previous banner so we can match it's color as close as possible.