

Los Rios Community College District

Purchasing: (916)568-3071 * FAX (916) 568-3145
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 * FAX (916) 286-3636
Acctg-ops@losrios.edu

PURCHASE ORDER NO 0001110907
CHANGE ORDER

COMPL

Date	Revision	Page
03/05/2020	1 - 04/22/2020	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1024963 WRIGHTM HANEYB	04ATHC PE/H/A	

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000023737

DH DISTRIBUTION
P O BOX 325
525 OBISPO ROAD
EL GRANADA CA 94018

Phone: (650) 563-9600

Fax: (650) 440-4695

email: evan@dhtennis.net

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

Bill To: LRCCD
Invoice to: acctg-ops@losrios.edu
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	DURA AIR CLOSED 6FT CUSTOM BLACK	1,368.00 FT	5.23	7,154.64	05/29/2020
------	----------------------------------	-------------	------	----------	------------

THIS ESTIMATE IS FOR 1368 LINEAR FEET DURA CLOSED WINDSCREENS IN BLACK, INSTALLED AROUND THE PERIMETER OF THE SOCCER FIELD AND BLEACHERS. 49 CUSTOM FABRICATED PANELS, 6 PANELS W/CUSTOM DIGITAL IMPRINTED GRAPHICS, INDIVIDUAL PANELS FOR THE TERRACED FENCE SECTIONS OF VARIOUS HEIGHTS, RESEMBLING A SERIES OF STEPS. SCREENS ON THE PONY FENCE ON THE SIDES & BEHIND BLEACHERS. SCREEN (60' W/GRAPHICS) ON THE LARGE FENCE OUTSIDE OF THE STADIUM.

2- 1	PROFESSIONAL WINDSCREEN SERVICES: ONSITE MEASURE, CUSTOM LOGO DESIGN AND WINDSCREEN FABRICATION	1.00 FT	1,073.00	1,073.00	05/29/2020
------	---	---------	----------	----------	------------

3- 1	PROFESSIONAL INSTALLATION AND HARDWARE	1.00 FT	3,078.00	3,078.00	05/29/2020
------	---	---------	----------	----------	------------

4- 1	LABOR, 1 HR. MOBILIZATION TO JOB SITE	1.00 FT	461.70	461.70	05/29/2020
------	--	---------	--------	--------	------------

5- 1	SHIPPING	1.00 FT	858.00	858.00	05/29/2020
------	----------	---------	--------	--------	------------

6- 1	CUSTOM DIGITAL IMPRINTING	1.00 FT	2,409.00	2,409.00	05/29/2020
------	---------------------------	---------	----------	----------	------------

BIG FENCE LEFT OF STANDS- "FALCONS" (LOGO) "SOCCER" W/STRIPE
INSIDE LEFT DUGOUT-ACCOMPLISHMENTS
BETWEEN DUGOUTS- (LOGO)
INSIDE RIGHT OF DUGOUTS "FOLSOM LAKE" (LOGO) "FALCONS SOCCER"

QUOTE# 20-10917 02-10-2020

FOR: ATHLETIC OPERATIONS ATTN: MATT WRIGHT

Paid Ch# 94-801821
6/08/20 Amt \$15588.82

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
PO TOTAL PAGE

Notice to vendor: You are responsible for delivering good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good 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

Purchasing: (916)568-3071 * FAX (916) 568-3145
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 * FAX (916) 286-3636
Acctg-ops@losrios.edu

PURCHASE ORDER NO 0001110907 CHANGE ORDER

Date	Revision	Page
03/05/2020	1 - 04/22/2020	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1024963 WRIGHTM HANEYB	04ATHC PE/H/A	

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000023737

DH DISTRIBUTION
P O BOX 325
525 OBISPO ROAD
EL GRANADA CA 94018

Phone: (650) 563-9600

Fax: (650) 440-4695

email: evan@dhtennis.net

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

Bill To: LRCCD
Invoice to: acctg-ops@losrios.edu
1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N

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

DIR PROJECT ID# __327798__

The services offered under this purchase order are subject to prevailing wages. The District has filed form PWC-100 with the Department of Industrial Relations pursuant to Labor Code section 1725.5. Visit DIR website to learn contractor reporting requirements.

Sub Total Amount	15,034.34
Sales Tax Amount	554.48
Total PO Amount	15,588.82

<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	6120	12	FL.VI.KINE	08700	00000	696A	15,588.82	2020

0001024963CHAVEZA27-FEB-2020

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 good 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 good 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: DH DISTRIBUTION 0000023737
P O BOX 325
525 OBISPO ROAD
EL GRANADA CA 94018
United States
Phone: (650) 563-9600 **Fax:** (650) 440-4695
email: INFO@DHTENNIS.NET

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

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001024963	02/21/2020	1	
Requisition Name:			
DH DISTRIBUTION			
Requester			
Matthew Wright			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: M.J 21-FEB-2020			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	DURA AIR CLOSED 6FT CUSTOM BLACK	1,368	FT	5.23	7,154.64	03/13/2020
ASSET DEPT: PE/H/A LOCATION: 04ADMN CATEGORY: ATHL 1368 PROFILE: EQP:ATHL						

THIS ESTIMATE IS FOR 1368 LINEAR FEET DURA CLOSED WINDSCREENS IN BLACK, INSTALLED AROUND THE PERIMETER OF THE SOCCER FIELD AND BLEACHERS. 49 CUSTOM FABRICATED PANELS, 6 PANELS W/CUSTOM DIGITAL IMPRINTED GRAPHICS, INDIVIDUAL PANELS FOR THE TERRACED FENCE SECTIONS OF VARIOUS HEIGHTS, RESEMBLING A SERIES OF STEPS. SCREENS ON THE PONY FENCE ON THE SIDES & BEHIND BLEACHERS. SCREEN (60' W/GRAPHICS) ON THE LARGE FENCE OUTSIDE OF THE STADIUM.

2-1	PROFESSIONAL WINDSCREEN SERVICES: ONSITE MEASURE, CUSTOM LOGO DESIGN AND WINDSCREEN FABRICATION	1	FT	1,073.00	1,073.00	03/13/2020
ASSET DEPT: PE/H/A LOCATION: 04ADMN CATEGORY: SERVI 1 PROFILE: EQP:FEES						
3-1	PROFESSIONAL INSTALLATION AND HARDWARE	1	FT	3,078.00	3,078.00	03/13/2020
ASSET DEPT: PE/H/A LOCATION: 04ADMN CATEGORY: SERVI 1 PROFILE: EQP:FEES						
4-1	LABOR, 1 HR. MOBILIZATION TO JOB SITE	1	FT	461.70	461.70	03/13/2020
ASSET DEPT: PE/H/A LOCATION: 04ADMN CATEGORY: SERVI 1 PROFILE: EQP:FEES						
5-1	SHIPPING	1	FT	858.00	858.00	03/13/2020
ASSET DEPT: PE/H/A LOCATION: 04ADMN CATEGORY: FRT 1 PROFILE: EQP:FEES						
6-1	CUSTOM DIGITAL IMPRINTING	1	FT	2,409.00	2,409.00	03/13/2020
ASSET DEPT: PE/H/A LOCATION: 04ADMN CATEGORY: SERVI 1 PROFILE: EQP:FEES						

BIG FENCE LEFT OF STANDS- "FALCONS" (LOGO) "SOCCER" W/STRIPE
INSIDE LEFT DUGOUT-ACCOMPLISHMENTS
BETWEEN DUGOUTS- (LOGO)
INSIDE RIGHT OF DUGOUTS "FOLSOM LAKE" (LOGO) "FALCONS SOCCER"

15,034.34 Sub-total
0.00 Est. tax

Total Requisition Amount: 15,034.34

Approval Signature	Approval Signature	Approval Signature

Requisition

Supplier: DH DISTRIBUTION 0000023737
P O BOX 325
525 OBISPO ROAD
EL GRANADA CA 94018
United States
Phone: (650) 563-9600 **Fax:** (650) 440-4695
email: INFO@DHTENNIS.NET

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

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001024963	02/21/2020	2	
Requisition Name: DH DISTRIBUTION			
Requester Matthew Wright			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: M.J		21-FEB-2020	

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

QUOTE DATED 02/10/20 ATTACHED
ATHLETIC OPERATIONS; ATTN: MATT WRIGHT

NOTE: FOUNDATION CHARGEBACK
BANFL 83 FL.CP.FOUN 6406

<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	12	FL.VI.KINE	08700	00000	696A	15,034.34

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: FOUNDATION-GENERAL ATHLETICS CAMPAIGN
Project Grant: 696A
Program Director: SALLY BUCHANAN
Program Goal: FOUNDATION SUPPORT-ATHLETICS

Approval Signature

Approval Signature

Approval Signature

**DH**
DISTRIBUTIONPO Box 325
PO BOX 325
525 OBISPO ROAD
EL GRANADA, CA 94018

Estimate

Date	Estimate #
2/10/2020	20-10917

Bill To
District Office c/o Folsom Lake College 1919 Spanos Court Sacramento, CA 95825

Ship To
Folsom Lake College Soccer 10 College Parkway Folsom, CA 95630

P.O. No.	Terms	Rep	Project
	Purchase Order	Evan	Soccer screens Jan17

Description	Qty	Cost	Total
DOES NOT INCLUDE everything around the bleacher area. No Graphics or Screens around the sides and top-back of bleachers. This estimate is for 1368' (linear feet) DURA CLOSED Windscreens in black, installed around the perimeter of the soccer field and bleachers. 49 custom fabricated panels, 6 panels with custom digital imprinted graphics, individual panels for the terraced fence sections of various heights, resembling a series of steps. Screens on the pony fence on the sides and behind bleachers. Screen (60' with graphics) on the large fence outside of the stadium. Dura Air Closed 6' Custom black	1,368	5.23	7,154.64T
Professional Windscreen Services: onsite measure, custom logo design and windscreen fabrication		1,073.00	1,073.00
Professional Installation and Hardware	1,368	2.25	3,078.00
Labor, 1Hr. Mobilization to job site	8	57.7125	461.70
Shipping		858.00	858.00
Subtotal			12,625.34

Installation included with 9 gauge hog rings

Sales Tax (7.75%)

Estimate is good for 30 days unless otherwise noted.

Total

Signature _____

Phone #	Fax #	E-mail	Web Site
650-563-9600	650-440-4695	info@dhtennis.net	www.dhtennis.net



DH
DISTRIBUTION

PO Box 325
PO BOX 325
525 OBISPO ROAD
EL GRANADA, CA 94018

Estimate

Date	Estimate #
2/10/2020	20-10917

Bill To
District Office c/o Folsom Lake College 1919 Spanos Court Sacramento, CA 95825

Ship To
Folsom Lake College Soccer 10 College Parkway Folsom, CA 95630

P.O. No.	Terms	Rep	Project
	Purchase Order	Evan	Soccer screens Jan17

Description	Qty	Cost	Total
Custom Digital Imprinting		2,409.00	2,409.00
3. Big fence left of stands- "Falcons" (logo) "Soccer" w/ stripe			
5- Inside Left Dugout- Accomplishments			
7- Between Dugouts- (Logo)			
- Inside Right of Dugouts "Folsom Lake" (Logo) "Falcons Soccer"			
Lead time is 15-17 business days from order.		0.00	0.00T
By signing you agree to the following:		0.00	0.00
1.) I recognize this is a special order, made specifically for this project and as such there are no returns and no refunds.			
2.) I am ordering these windscreens according to the specifications above.			
3.) I have seen the material style, color, and finish choices that I have made and I have signed off on the windscreen. Any changes or alterations made on the job site after today will be the responsibility of the owner.			
4.) I have reviewed the list of materials with DH Distribution and have been given opportunity to clarify the windscreen included and it's construction so that I am aware of what I am ordering.			

Installation included with 9 gauge hog rings

Sales Tax (7.75%)

\$554.48

Estimate is good for 30 days unless otherwise noted.

Total

\$15,588.82

Signature _____

Phone #	Fax #	E-mail	Web Site
650-563-9600	650-440-4695	info@dhtennis.net	www.dhtennis.net

LOS RIOS COMMUNITY COLLEGE DISTRICT
Sole/Single Source Purchase Justification

Vendor: DH DISTRIBUTION Requisition No: _____
Commodity/Service: CUSTOM GRAPHIC WINDSCREEN
Estimated annual expenditure for the above commodity or service: \$: 15,588.82

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. 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.

[Signature]
AUTHORIZED SIGNATURE – Dean/Department DATE 2/11/20

[Signature]
AUTHORIZED SIGNATURE – VPA/BSO DATE 02/13/2020

SOLE/SINGLE SOURCE AUTHORIZATION:
(PURCHASING USE ONLY)

☐ APPROVED

☐ DISAPPROVED

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



INTEROFFICE MEMORANDUM

DATE: FEBRUARY 10, 2020
TO: FLC BUSINESS SERVICES OFFICE
FROM: MATT WRIGHT, DEAN, KHAN
SUBJECT: SOLE SOURCE JUSTIFICATION MEMO FOR DH DISTRIBUTION
CUSTOM GRAPHIC WINDSCREENS

BSO,

This vendor has supplied previous custom-made high quality graphic windscreens for all of our venues in the athletics complex. To provide standardization and continuity, we must use this vendor. In addition, vendor maintenance on these windscreens can be scheduled with maintenance on the previously purchased athletic complex windscreens, thus saving on future maintenance expenses. Thank you and please let me know if you have any further questions.

Matt Wright
Dean, KHAN
X6687