LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001110149
CHANGE ORDER

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
01/09/2020	1 - 01/16/2020	1
Payment Terms	**Freight Terms**	**Ship Via**
NET 30	Shipping Point	Best Method
Reference:		**Location / Dept**
1024177 GREGORYR CARRILLOK		04ADMN

Supplier: 0000043077
DIGBYFIRE INC
31941 ROAD 160
VISALIA CA 93292

Phone: (559) 799-1127

email: DIGBYFIRE@AOL.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	GRADE BASEBALL FIELD. CONTRACTOR TO USE OWN TRACTOR/GRADER EQUIPMENT TO LEVEL BASEBALL INFIELD DIRT AREAS WITH MATERIAL ALREADY PROVIDED. DATE/TIME TBD BASED ON MATERIAL ARRIVAL ON CAMPUS.	1.00JOB	**1,325.00**	1,325.00	01/20/2020
2- 1	GRADE SOFTBALL FIELD. CONTRACTOR TO USE OWN TRACTOR/GRADER EQUIPMENT TO LEVEL SOFTBALL INFIELD DIRT AREAS WITH MATERIAL ALREADY PROVIDED. DATE/TIME TBD BASED ON MATERIAL ARRIVAL ON CAMPUS.	1.00JOB	**1,325.00**	1,325.00	01/20/2020

ESTIMATE 1018 & 1019 DATED 01/03/20
ATTN: RICH GREGORY
CONTRACTOR TO CONTACT CAMPUS TO SCHEDULE WORK

JAN 16 2020 CHANGE UNIT PRICE ON LINES# 1 AND 2 TO: $1,325.00 PER J HARMAN - SEE ATTACHED

Sub Total Amount	2,650.00
Sales Tax Amount	0.00
Total PO Amount	2,650.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5601	11	FL.VI.KINE	08700	00000	101E	2,650.00	2020

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.

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001110149

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
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Date	Revision	Page
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Supplier: 0000043077
DIGBYFIRE INC
31941 ROAD 160
VISALIA CA 93292

Phone: (559) 799-1127

email: DIGBYFIRE@AOL.COM

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RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

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
1- 1	GRADE BASEBALL FIELD. CONTRACTOR TO USE OWN TRACTOR/GRADER EQUIPMENT TO LEVEL BASEBALL INFIELD DIRT AREAS WITH MATERIAL ALREADY PROVIDED. DATE/TIME TBD BASED ON MATERIAL ARRIVAL ON CAMPUS.	1.00JOB	1,200.00	1,200.00	01/20/2020
2- 1	GRADE SOFTBALL FIELD. CONTRACTOR TO USE OWN TRACTOR/GRADER EQUIPMENT TO LEVEL SOFTBALL INFIELD DIRT AREAS WITH MATERIAL ALREADY PROVIDED. DATE/TIME TBD BASED ON MATERIAL ARRIVAL ON CAMPUS.	1.00JOB	1,200.00	1,200.00	01/20/2020

ESTIMATE 1018 & 1019 DATED 01/03/20
ATTN: RICH GREGORY
CONTRACTOR TO CONTACT CAMPUS TO SCHEDULE WORK

Paid Ch# 94-790053
01/22/20 Amt $ 2650.00

Sub Total Amount	2,400.00
Sales Tax Amount	0.00
Total PO Amount	2,400.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5601	11	FL.VI.KINE	08700	00000	101E	2,400:00	2020

0001024177CHAVEZA08-JAN-2020

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

PURCHASE ORDER NO 0001110149

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
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PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
01/09/2020		2
Payment Terms	**Freight Terms**	**Ship Via**
NET 30	Shipping Point	Best Method
Reference:		**Location / Dept**
1024177 GREGORYR CARRILLOK		04ADMN

Supplier: 0000043077
DIGBYFIRE INC
31941 ROAD 160
VISALIA CA 93292

Phone: (559) 799-1127

email: DIGBYFIRE@AOL.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

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

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.

Digbyfire, Inc.
31941 Road 160
Visalia, CA 93292

Invoice # 1001 **DATE 01/16/20**

ADDRESS
Rich Gregory
Folsom Lake College
10 College Parkway
Folsom, CA 95630

ACTIVITY	QTY	RATE	AMOUNT
Services	2	1325.00	$ 2,650.00

Jan. 14-15, 2020 Grade Softball Field. Contractor to use own tractor/grader equipment to level softball infield dirt areas with material already provided.

Jan. 14-15, 2020 Grade Baseball Field. Contractor to use own tractor/grader equipment to level baseball infield dirt areas with material already provided.

TOTAL DUE **$ 2,650.00**

Requisition

Supplier: DIGBYFIRE INC
31941 ROAD 160
VISALIA CA 93292
United States

Phone: (559) 799-1127
email: DIGBYFIRE@AOL.COM

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

0000043077

Business Unit:	GENFD	OPEN
Req ID: 0001024177	Date 01/03/2020	Page 1
Requisition Name: DIGBY FIRE		
Requester Richard Gregory		
Requester Signature		
Buyer: Kimberley Carrillo		
Approved:		
Entered By: M.J 03-JAN-2020		

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	GRADE BASEBALL FIELD. CONTRACTOR TO USE OWN TRACTOR/GRADER EQUIPMENT TO LEVEL BASEBALL INFIELD DIRT AREAS WITH MATERIAL ALREADY PROVIDED. DATE/TIME TBD BASED ON MATERIAL ARRIVAL ON CAMPUS.	1	EA	1,200.00	1,200.00	01/10/2020
2-1	GRADE SOFTBALL FIELD. CONTRACTOR TO USE OWN TRACTOR/GRADER EQUIPMENT TO LEVEL SOFTBALL INFIELD DIRT AREAS WITH MATERIAL ALREADY PROVIDED. DATE/TIME TBD BASED ON MATERIAL ARRIVAL ON CAMPUS.	1	EA	1,200.00	1,200.00	01/10/2020

2,400.00	Sub-total
0.00	Est. tax
Total Requisition Amount:	2,400.00

ATTACHED QUOTES DATED 01/03/20

ATTN: RICH GREGORY

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5601	11	FL.VI.KINE	08700	00000	101E	2,400.00

Approval Signature	Approval Signature	Approval Signature

Digbyfire, Inc.
31941 Road 160
Visalia, CA 93292

ESTIMATE # 1018 **DATE 01/03/20**

ADDRESS
Rich Gregory
Folsom Lake College
10 College Parkway
Folsom, CA 95630

ACTIVITY	QTY	RATE	AMOUNT
Services	1	1200.00	$ 1,200.00
Grade Baseball Field. Contractor to use own tractor/grader equipment to level baseball infield dirt areas with material already provided. Date/time TBD based on material arrival on campus.			
	TOTAL		**$1,200.00**

Digbyfire, Inc.
31941 Road 160
Visalia, CA 93292

ESTIMATE # 1019 **DATE 01/03/20**

ADDRESS
Rich Gregory
Folsom Lake College
10 College Parkway
Folsom, CA 95630

ACTIVITY	QTY	RATE	AMOUNT
Services	1	1200.00	$ 1,200.00
Grade Softball Field. Contractor to use own tractor/grader equipment to level softball infield dirt areas with material already provided. Date/time TBD based on material arrival on campus.			
	TOTAL		**$1,200.00**

FOLSOM LAKE COLLEGE
EL DORADO CENTER • RANCHO CORDOVA CENTER

INTEROFFICE MEMORANDUM

DATE: DECEMBER 16, 2019

TO: FLC BUSINESS SERVICES

FROM: MATT WRIGHT, DEAN, KHAN

SUBJECT: SOLE SOURCE JUSTIFICATION MEMO FOR DIGBYFIRE INC.BASEBALL/SOFTBALL FIELD LEVELING SERVICE

BSO,

The service being purchased is for the leveling/grading of our softball and baseball infields. In a cursory search for this type of service, the closest we could find was southern California. There are of course, general grading/leveling companies, but we are looking for someone with baseball and softball experience particularly to ensure we get the job done correctly. We did not explore obtaining quotes from the two companies because it is believed that they would either not provide service in our region or it would be too expensive to consider as a viable option.

Digbyfire Inc. has done much work on community college baseball/softball fields and has come to us with high recommendations and we know that they would provide the service in our region and on a short timeline, all of which meets our needs.

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

Matt Wright

Dean, KHAN

x6687

LOS RIOS COMMUNITY COLLEGE DISTRICT
Sole/Single Source Purchase Justification

Vendor: DIGBYFIRE, INC Requisition No: _____

Commodity/Service: Infield Leveling for Baseball/Softball Fields

Estimated annual expenditure for the above commodity or service: $: 2,400.00

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. _____ 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.

_____ 1/3/20

AUTHORIZED SIGNATURE – Dean/Department DATE

_____ _____

AUTHORIZED SIGNATURE – VPA/BSO DATE

SOLE/SINGLE SOURCE AUTHORIZATION:
(PURCHASING USE ONLY)

☐ **APPROVED** ☐ **DISAPPROVED**

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

LOS RIOS COMMUNITY COLLEGE DISTRICT

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

Digby Fire, Inc.

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:

1/3/20

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:	