

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 0001105997 CHANGE ORDER

Date	Revision	Page
06/28/2019	3 - 06/08/2020	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1019211 ANDREWSA HANEYB	04EDCB248 EDC	

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000018967
TOSHIBA BUSINESS SOLUTIONS
FILE 57202
LOS ANGELES CA 90074-7202

Phone: (888) 417-2000
Fax: (319) 841-6324

email:

Ship To: EL DORADO CENTER
RECEIVING
6699 CAMPUS DRIVE
PLACERVILLE CA 95667
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	S/N SCHLF14153 COPIER RENTAL AGREEMENT TOSHIBA E-STUDIO 5506ACT LOCATED AT EDC - FACULTY WORKROOM 04EDCB248\$339.00 PER MONTH X 08 MONTHS = \$2,712.00.	1.00 LOT	2,712.00	2,712.00	02/29/2020
2- 1	COPY OVERAGES - B/W COPIES (OVER \$45,000 BILLED @ \$0.01 / QUARTERLY); ALL COLOR BILLED @ \$0.039 (NO MINIMUM).	1.00 LOT	903.68	903.68	02/29/2020
3- 1	TAX\$339.00 X 7.25% = \$24.5775 X 08 MONTHS = \$196.62.	1.00 LOT	196.62	196.62	02/29/2020

THIS PO VALID FROM 07-01-2019 TO 02-29-2020

TERMS OF COPIER RENTAL AGREEMENT - 36 MONTHS @ \$339.00 PER MONTH PLUS SALES TAX
03/01/17 - 06/30/17 4/MONTHS \$1,457.72 (PO# 0001090134)
07/01/17 - 06/30/18 12/MONTHS \$4,373.16 (PO# 0001093714)
07/01/18 - 06/30/19 12/MONTHS \$4,362.93 (PO# 0001099352)
07/01/19 - 02/29/20 8/MONTHS \$2,915.44 PO# 0001105997)

INCLUDES ALL PARTS, LABOR, SERVICE, SUPPLIES AND STAPLES; TRAINING; PREVENTIVE MAINTENANCE; EXCLUDE PAPER; 45,000 B/W COPIES / PRINTS PER QUARTER.
B/W OVERAGES BILLED @ \$0.01 (QUARTERLY); ALL COLOR BILLED @ \$0.039 (NO MINIMUMS).

SACOG RFP #8545 CONTRACT# WA00033568
EMAIL PURCHASE ORDER TO: brenda.clausen@tbs.toshiba.com

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

**PURCHASE ORDER NO 0001105997
CHANGE ORDER**

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

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

Date	Revision	Page
06/28/2019	3 - 06/08/2020	2
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1019211 ANDREWSA HANEYB	04EDCB248 EDC	

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000018967
TOSHIBA BUSINESS SOLUTIONS
FILE 57202
LOS ANGELES CA 90074-7202

Phone: (888) 417-2000
Fax: (319) 841-6324

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Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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05-14-20 INCREASE LINE# 2 BY \$400.00 PER J. HARMAN. NEW PO TOTAL \$3,708.62 BH

06-08-20 INCREASE LINE# 2 BY \$103.68 PER J. HARMAN. NEW PO TOTAL \$3,812.30 BH

Sub Total Amount	3,812.30
Sales Tax Amount	0.00
Total PO Amount	3,812.30

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5601	11	FL.VI.ELDO	67900	00000	101E	3,812.30	2020

0001019211CHAVEZA22-MAY-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>

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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 per 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 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 \$1M, \$2M, or \$3M AGGREGATE as prescribed by DISTRICT requirements 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. LRCCD insurance req can be viewed on the following website www.losrios.edu/purchasing.
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 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, CONTRACTOR's 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. CONTRACTOR further represents and warrants that any software/ hardware/ communications system/ equipment provided under this Agreement (collectively "technology") adheres to the standards and/or specifications as may be set forth in the Section 508 of the Rehabilitation Act of 1973 standards guide and is fully compliant with WCAG 2.0 AA standards for accessibility and compliant with any applicable FCC regulations. If portions of the technology or user experience are alleged to be non-compliant or non-accessible, LRCCD will provide CONTRACTOR with notice of such allegation and CONTRACTOR shall use its best efforts to make the technology compliant and accessible. CONTRACTOR shall indemnify, defend, and hold harmless LRCCD from and against any and all claims, allegations, liabilities, damages, penalties, fees, costs (including but not limited to reasonable attorneys' fees), arising out of or related to allegations the technology is not accessible.
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.

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001105997

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

Date	Revision	Page
06/28/2019	1 - 07/02/2019	1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	See Details
Reference:	Location / Dept	
1019211 ANDREWSA HANEYB	04EDCB248 EDC	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000018967
 TOSHIBA BUSINESS SOLUTIONS
 FILE 57202
 LOS ANGELES CA 90074-7202

Phone: (888) 417-2000
Fax: (319) 841-6324

email:

Ship To: EL DORADO CENTER
 RECEIVING
 6699 CAMPUS DRIVE
 PLACERVILLE CA 95667
 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 SCHLF14153 COPIER RENTAL AGREEMENT TOSHIBA E-STUDIO 5506ACT LOCATED AT EDC - FACULTY WORKROOM 04EDCB248\$339.00 PER MONTH X 08 MONTHS = \$2,712.00.	1.00 LOT	2,712.00	2,712.00	02/29/2020
2- 1	COPY OVERAGES - B/W COPIES (OVER \$45,000 BILLED @ \$0.01 / QUARTERLY); ALL COLOR BILLED @ \$0.039 (NO MINIMUM).	1.00 LOT	400.00	400.00	02/29/2020
3- 1	TAX\$339.00 X 7.25% = \$24.5775 X 08 MONTHS = \$196.62.	1.00 LOT	196.62	196.62	02/29/2020

THIS PO VALID FROM 07-01-2019 TO 02-29-2020

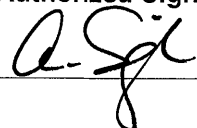
TERMS OF COPIER RENTAL AGREEMENT - 36 MONTHS @ \$339.00 PER MONTH PLUS SALES TAX
 03/01/17 - 06/30/17 4/MONTHS \$1,457.72 (PO# 0001090134)
 07/01/17 - 06/30/18 12/MONTHS \$4,373.16 (PO# 0001093714)
 07/01/18 - 06/30/19 12/MONTHS \$4,362.93 (PO# 0001099352)
 07/01/19 - 02/29/20 8/MONTHS \$2,915.44 PO# 0001105997)

INCLUDES ALL PARTS, LABOR, SERVICE, SUPPLIES AND STAPLES; TRAINING; PREVENTIVE MAINTENANCE; EXCLUDE PAPER; 45,000 B/W COPIES / PRINTS PER QUARTER.
 B/W OVERAGES BILLED @ \$0.01 (QUARTERLY); ALL COLOR BILLED @ \$0.039 (NO MINIMUMS).

SACOG RFP #8545 CONTRACT# WA00033568
 EMAIL PURCHASE ORDER TO: brenda.clausen@tbs.toshiba.com

Sub Total Amount	3,308.62
Sales Tax Amount	0.00
Total PO Amount	3,308.62

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Authorized Signature


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Date 06/28/2019	Revision 1 - 07/02/2019	Page 2
Payment Terms NET 30	Freight Terms Shipping Point	Ship Via See Details
Reference: 1019211 ANDREWSA HANEYB		Location / Dept 04EDCB248 EDC

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000018967
 TOSHIBA BUSINESS SOLUTIONS
 FILE 57202
 LOS ANGELES CA 90074-7202

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Fax: (319) 841-6324

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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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<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	5601	11	FL.VI.ELDO	67900	00000	101E	3,308.62	2020

0001019211CHAVEZA22-MAY-2019

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Authorized Signature	Authorized Signature
	on Total PO
	Amount Page

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Requisition

Supplier: TOSHIBA BUSINESS SOLUTIONS 0000018967
 FILE 57202
 LOS ANGELES CA 90074-7202
 United States

Phone: (888) 417-2000 **Fax:** (319) 841-6324
email:

Ship To: RECEIVING
 6699 CAMPUS DRIVE
 PLACERVILLE CA 95667

Business Unit: GENFD OPEN	
Req ID: Date Page	
0001019211 07/01/2019 1	
Requisition Name: 2020 (LSE) TOSHIBA - FAC EDC	
Requester Bldg#	
Adrienne Andrews EDC	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: ANDREWSA 30-APR-2019	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	S/N SCHLF14153 LEASE AGREEMENT TOSHIBA E-STUDIO 5506ACT LOCATED AT EDC - FACULTY WORKROOM 04EDCB248 \$339.00 PER MONTH X 08 MONTHS = \$2,712.00. PERIOD: 07/01/19 TO 02/28/20.	1	LOT	2,712.00	2,712.00	07/01/2019
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3,308.62 Sub-total
 0.00 Est. tax

Total Requisition Amount: 3,308.62

TERMS OF LEASE - 36 MONTHS @ \$339.00 PER MONTH PLUS SALES TAX
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 REFERENCE SACRAMENTO COUNTY RFP #8191
 CONTRACT #WA00033568
 EMAIL PURCHASE ORDER TO: brenda.clausen@tbs.toshiba.com

<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	5601	11	FL.VI.ELDO	67900	00000	101E	3,308.62

Approval Signature	Approval Signature	Approval Signature
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El Dorado Center Faculty Workroom

Toshiba e-Studio 5506acT

- 65 Copies / Prints Per Minute (B/W)
- 55 Copies / Prints Per Minute (Color)
- 2 x 540 Sheet Paper Cassettes (Adjustable)
- 2,320 Sheet Tandem Paper Cassette (Letter Size)
- Sorter / Stapler (Multi- Staple Positions up to 50 Sheets / Set)
- 2 /3 Hole Punch
- Automatic Duplex Module
- Network Print / Scan (USB / File / Email)
- Data Security
- 120 Sheet Bypass Tray

Monthly Rental Cost (36 Month Term): \$339.00 + Sales Tax

**Monthly Payment for ES5540ct is \$373.00 + Sales Tax

** Monthly B/W average usage is 10,864

** Monthly Color average usage is 1,626

Maintenance Agreement Included In Monthly Cost:

- All Parts, Labor, Service, Supplies and Staples
- Training
- Preventative Maintenance
- 45,000 B/W Copies / Prints Per Quarter
- B/W Overages Billed @ .01 (Quarterly)
- All Color Billed @ .039 (No Minimums)
- Excludes Paper

Note: Requisition / Purchase Order must include the following:

Model Number

Term of Contract (36 Months)

Sacramento County RFP #8191 / Contract WA00033568

Monthly Payment

Monthly Allowance (black & white)

Black & White Overage Cost

Color Cost Per Page

Delivery Contact Name, Phone Number, Email Address

Meter Reading Contact Name, Phone Number, Email Address

Provided By Toshiba Business Solutions

1016 North Market, Suite 40

Sacramento, CA 95834

Shane Pilto

Account Manager

916-928-2713

shane.pilto@tbs.toshiba.com