

Los Rios Community College District

PURCHASE ORDER NO 0001115629

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

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

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000036040
CAMPBELL KELLER
PO BOX 277788
SACRAMENTO CA 95827

Phone: (916) 737-3300

email: Inquiries@campbellkeller.com

Date	Revision	Page
05/04/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1030097 ORTIZ-MERCADOS HANEYB	04ASPH151A	

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
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	PROGRAMMING - (15 HRS X \$75 PER HOUR) - PLEASE SEE ATTACHED CONTRACT FOR SPECS	1.00 JOB	1,125.00	1,125.00	04/30/2021
2- 1	DESIGN DEVELOPMENT - (20 HRS X \$75 PER HOUR) - PLEASE SEE ATTACHED CONTRACT FOR SPECS	1.00 JOB	1,500.00	1,500.00	04/30/2021
3- 1	CONTRACT DOCUMENTS - (30 HRS X \$75 PER HOUR) - PLEASE SEE ATTACHED CONTRACT FOR SPECS	1.00 JOB	2,250.00	2,250.00	04/30/2021

CONTRACT PROPOSAL DATED 04-21-2021 FOR DESIGN SERVICES FOR _FLC WSSC RECONFIGURE.

RFP 19017

Sub Total Amount	4,875.00
Sales Tax Amount	0.00
Total PO Amount	4,875.00

<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	5600	11	FL.VS.OFFC	64900	00000	051C	4,875.00	2021

0001030097CHAVEZA30-APR-2021

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 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.

Requisition

Supplier: CAMPBELL KELLER
PO BOX 277788
SACRAMENTO CA 95827
United States

Phone: (916) 737-3300
email: Inquiries@campbellkeller.com

0000036040

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001030097	04/23/2021	1	
Requisition Name:			
CAMPBELL KELLER			
Requester			
Sonia Ortiz-Mercado			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: CHADWICS 23-APR-2021			

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	PROGRAMMING - (15 HRS X \$75 PER HOUR) - PLEASE SEE ATTACHED CONTRACT FOR SPECS	1	JOB	1,125.00	1,125.00	04/23/2021
2-1	DESIGN DEVELOPMENT - (20 HRS X \$75 PER HOUR) - PLEASE SEE ATTACHED CONTRACT FOR SPECS	1	JOB	1,500.00	1,500.00	04/23/2021
3-1	CONTRACT DOCUMENTS - (30 HRS X \$75 PER HOUR) - PLEASE SEE ATTACHED CONTRACT FOR SPECS	1	JOB	2,250.00	2,250.00	04/23/2021

4,875.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 4,875.00

QUOTE ATTACHED

<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	5600	11	FL.VS.OFFC	64900	00000	051C	4,875.00

Approval Signature	Approval Signature	Approval Signature
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April 21, 2021

Los Rios Community College District
Folsom Lake College- WSSC
10 College Parkway
Folsom, CA 95630

Dear Melissa,

Thank you for the opportunity to present our proposal for furniture specification and design services for the WSSC reconfigure. Please accept this as our Letter of Agreement for the services described below.

1. PROGRAMMING

- a. Designer will meet with client to:
 - Review project schedule
 - Establish project goals and expectations
 - Review budget perimeters
 - Gather details regarding functional requirements
 - Discuss electrical and data requirements.
- b. Designer will contact project architect if needed, to obtain current drawings of the building shell / space to be furnished.

2. DESIGN DEVELOPMENT

- a. Designer will prepare typical stations and furniture layout for areas to be furnished. This will be presented for client review. One revision to the plan is included in the scope of this proposal.
- b. 3-D drawings of the project will be provided along with the floor plan.
- c. Electrical duplex locations will be placed and type of power connections noted.
- d. After the planned layout is finalized, the designer will provide finish options for the client to complete the finish selection required to complete the furniture order.
- e. Designer or Project Manager will field measure critical areas pertinent to furniture installation.

3. CONTRACT DOCUMENTS

- a. Designer will prepare installation drawings showing furniture layout with applicable dimensions and any necessary 3-D drawings deemed useful in order to clarify the positioning of furniture.



- b. Designer will complete finish schedule and provide samples for approved furniture items. Samples consist of utilized fabric, paint, laminate, and/or wood. Final finish cards and installation documents will be presented to client for approval prior to order generation.

c.

4. FEE SCHEDULE- Estimate hours

Programming	15 Hours
Design Development	20 hours
Contract Documents	30 hours
TOTAL	65 hours

The fee for the above Design Services is estimated to be **\$ 4,875.00**. This fee is based on a rate of \$75.00 per hour for 65 hours. Additional services or revisions not outlined in this proposal will be available to you at an hourly rate of \$75.00. Any additional time required to complete changes due to discrepancies in information provided by the client or client approved source will be billed at the above stated rate.

If this proposal meets with your approval, it is understood that this letter constitutes our entire agreement and that no changes will be made except in writing, signed by Campbell Keller and Folsom Lake College.

This agreement may be terminated upon seven days written notice. In the event of termination, we shall be paid for services performed to date at the rates specified herein. Billing will be on a monthly basis for work performed. If fees are not paid within ten days of invoice, work on your project may be delayed until payment is received.

In order to initiate the design process, please sign and return one copy of this agreement to Campbell Keller.

We look forward to working with you.

Sincerely,

Suzanne Kay, CID, LEED AP

Business Development Manager

Accepted by: _____

Date: _____

