

Los Rios Community College District

PURCHASE ORDER NO 0001113175

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: 0000044347
FOLLETT HIGHER EDUCATION GROUP INC
FOLSOM LAKE COLLEGE STORE 2216
10 COLLEGE PARKWAY-FALCONS ROOST
FOLSOM CA 95630

Phone: (708) 305-3521

email: r.glasgow@follett.com

Date	Revision	Page
09/24/2020		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1027402 MESAC HANEYB	04CYPH144	

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	35 NEW COPIES OF A PEOPLE'S HISTORY OF THE US, 1492-PRESENT \$21.99 X 35 = \$769.65	35 .00 EA	21 .99	769 .65	10/02/2020
2- 1	65 NEW COPIES OF NIGHT (35 COPIES STILL IN TRANSIT) \$11.00 X 65 = \$715.00	65 .00 EA	11 .00	715 .00	10/02/2020
3- 1	35 USED COPIES OF ROCKIN IN TIME \$80.25 X 35 = \$2808.75	35 .00 EA	80 .25	2,808 .75	10/02/2020

EMAIL QUOTE 09-03-20

PAID

CHECK #: 0094806101

DATE: 0094806101

AMOUNT \$: 4626.14

VOUCHER #: 00589818

Sub Total Amount	4,293.40
Sales Tax Amount	332.74
Total PO Amount	4,626.14

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	FL.VI.SWPA	60100	00000	484Z	4,626.14	2021

0001027402CHAVEZA22-SEP-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.

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.

Los Rios Community College District

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Date 09/24/2020	Revision	Page 2
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Reference: 1027402 MESAC HANEYB	Location / Dept 04CYPH144	

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10 COLLEGE PARKWAY
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<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 person 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 the 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 requirements 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.

Requisition

Supplier: FOLLETT HIGHER EDUCATION GROUP INC 0000044347
FOLSOM LAKE COLLEGE STORE 2216
10 COLLEGE PARKWAY-FALCONS ROOST
FOLSOM CA 95630
United States

Phone: (708) 305-3521
email: r.glasgow@follett.com

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

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001027402	09/15/2020	1	
Requisition Name:			
Follett-PREP			
Requester			
Colleen Mesa			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: MESAC 15-SEP-2020			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	35 NEW COPIES OF A PEOPLE'S HISTORY OF THE US, 1492-PRESENT \$21.99 X 35 = \$769.65	35	EA	21.99	769.65	
2-1	65 NEW COPIES OF NIGHT (35 COPIES STILL IN TRANSIT) \$11.00 X 65 = \$715.00	65	EA	11.00	715.00	
3-1	35 USED COPIES OF ROCKIN IN TIME \$80.25 X 35 = \$2808.75	35	EA	80.25	2,808.75	
					4,293.40	Sub-total
					332.74	Est. tax
Total Requisition Amount:					4,626.14	

Quote #DTD 9/3/20 by Rachel Glasgow

SWP checklist

<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	4300	12	FL.VI.SWPA	60100	00000	484Z	4,293.40

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: SWP PREP
Project Grant: 484Z
Program Director: Victoria Maryatt for Dr. Peshon
Program Goal: Workforce Data & Outcome- Recommendation #2

Approval Signature	Approval Signature	Approval Signature
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From: [Rachel Glasgow \(2216\)](#)
To: [Mesa, Colleen](#)
Subject: Re: Need book quote for PO to order books for FLC PREP program
Date: Thursday, September 3, 2020 1:36:50 PM
Attachments: [Outlook-sigkxo0o.png](#)

CAUTION: This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Colleen,

Below is our quote for your order, including which items are still currently in transit. I apologize again for the delay. Thank you again for your understanding during this busy season!

35 NEW copies of *A People's History of the US, 1492-Present*
\$21.99 x 35 = \$769.65

65 NEW copies of *Night* **(35 copies still in transit)**
\$11.00 x 65 = \$715.00

35 USED copies of *Rockin in Time*
\$80.25 x 35 = \$2808.75

Total = \$4293.40
Tax = 332.74

Grand Total = \$4626.14

Thank you again!

Rachel Glasgow
Store Manager



Tel: 916.608.6565
Follett Higher Education Group
Folsom Lake College Bookstore
Folsom Lake College
10 College Parkway, Falcons Roost, Folsom, CA, 95630
r.glasgow@follett.com | 2216mgr@follett.com | glasgor@losrios.edu
www.follett.com | www.losriosstore.com | www.flc.losrios.edu

Improving the world by inspiring learning and shaping education

From: Mesa, Colleen <MesaC@flc.losrios.edu>

Sent: Wednesday, September 2, 2020 3:20 PM

To: Rachel Glasgow (2216) <r.glasgow@follett.com>; Florence Anderberg (2216) <f.anderberg@follett.com>

Cc: Jones, Kalinda <JonesK@flc.losrios.edu>; Maryatt, Victoria <Victoria.Maryatt@flc.losrios.edu>; Taylor, Jennifer <TaylorJ@flc.losrios.edu>

Subject: Re: Need book quote for PO to order books for FLC PREP program

Hello Rachel & Florance,

I'm very sorry to pester you but I really do need a price quote so that I can put in for a PO to pay for the books when they arrive. We are needing these books for our Inmate Ed program as soon as possible since classes have already started and the students will still need to receive these books for class.

thank you,

~ Colleen

From: Mesa, Colleen

Sent: Monday, August 31, 2020 10:49 AM

To: r.glasgow@follett.com <r.glasgow@follett.com>; Florence Anderberg (2216) <f.anderberg@follett.com>

Cc: Jones, Kalinda <JonesK@flc.losrios.edu>; Maryatt, Victoria <Victoria.Maryatt@flc.losrios.edu>; Taylor, Jennifer <TaylorJ@flc.losrios.edu>

Subject: Need book quote for PO to order books for FLC PREP program

Hello Rachel & Florance,

We have an email chain about ordering books for Dean Mari Peshon-McGerry for her PREP program dated back on 8/17/20. I am following up on that email as well as trying to go about our process in the right order. Unfortunately all of these processes are new to everyone with Follett coming on board, as well as us working for home, so we didn't have our process done in the proper order at the beginning, so I am trying to get things rolling in the right order now.

We will need a formal quote of the costs of the books so that I can put in a requisition for a PO to pay for the books from our grant funds.

I think you may have already put in the order but I will need to put in a requisition so that we can get you paid and also so that we can get the textbooks distributed out to our faculty and students that need them.

Below are what we need ordered. Please provide a price quote for the following books that should have already been ordered. **If these have not been ordered yet, please let me know immediately.** Another nuance of our program is that we need soft bound books. Can you let me know if these are all soft bounds as well.

35 copies of *A People's History of the US, 1492-Present* ISBN 9780060528379

65 copies of *Night* by Elie Wiesel, Stella Rodway, Francois Mauriac

35 copies of *Rockin in Time*, 8th Edition ISBN-13: 978-0205936243, ISBN-10: 0205936245

Thank you,



Colleen Mesa

Administrative Assistant to Dean of Career Education

Folsom Lake College | 10 College Parkway FL2-144 | Folsom, CA 95630

916.608.6927 | MesaC@flc.losrios.edu

High risk data including social security numbers are not sent by this office unless encrypted.
Agencies corresponding with this office should encrypt all high risk data before transmitting to this office. Thank you.

Invoice

#1012795

Major Account No:	22160040	Transaction Start Date:	September 01, 2020
Major Account Name:	FLC Los Rios Community College District	Transaction End Date:	October 05, 2020
Invoice Date:	10/05/2020	Last Payment Date:	
Invoice Due Date:	11/04/2020	Last Payment Amount:	
Invoice Amount Due:	\$4626.14		

Bill To: 1919 Spanos Court Sacramento, CA 95825-3981 Attn: Accounts Payable To avoid late fees and delays in crediting payment to your account, please include Store #, Major Account # and Invoice # on your remittance.	Remit Payment Via Check, ACH, or Wire Lockbox Follett Higher Education Group, Inc American River College Store Store No. 2213 MA 22160040 3146 SOLUTIONS CENTER CHICAGO, IL 60677-3001 ACH/Wire Please contact Store Manager for bank information Federal Tax ID:36-2593135
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Student Name	LRCCD, Prison Ed Program
Customer #	2213112295

Date	Transaction #	Type	SKU	SKU Description	Qty	Unit Price	Extended Price	Discount	Tax	Total Amount on A/R
09/30/2020	114		9644235	Night (with New Preface)	65	\$11.00	\$715.00	\$0.00	\$55.41	\$770.41
			14291248	Rockin' in Time (w/out Access	35	\$80.25	\$2808.75	\$0.00	\$217.68	\$3026.43
			16735703	People's History of the United	35	\$21.99	\$769.65	\$0.00	\$59.65	\$829.30
				Freight	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount Charged on A/R Account:										\$4626.14
POS Receipt Total:										\$4626.14

Customer Total:	\$4626.14
Major Account Total:	\$4626.14

PO # 0001113175
REC# 0001094529
DTD 10/05/20 JCT

Statement Inquiries, please call: (916)484-8111
PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

From: [Maryatt, Victoria](#)
To: [Taylor, Jennifer](#)
Cc: [Mesa, Colleen](#)
Subject: RE: FLC Bookstore Invoice -
Date: Monday, October 5, 2020 1:57:31 PM
Attachments: [image001.png](#)
[image002.png](#)

Now I understand. Approved on behalf of Dr. Peshon.

Vicky Maryatt
Dean, Career Education
Folsom Lake College
10 College Parkway
Folsom, CA 95630
916-608-6925
Victoria.Maryatt@flc.losrios.edu



High risk data including social security numbers are not sent by this office unless encrypted. Agencies corresponding with this office should encrypt all hir risk data before transmitting to the is office.

From: Maryatt, Victoria
Sent: Monday, October 5, 2020 1:36 PM
To: Taylor, Jennifer <TaylorJ@flc.losrios.edu>
Cc: Mesa, Colleen <MesaC@flc.losrios.edu>
Subject: RE: FLC Bookstore Invoice -

Colleen can do this. Glad we have the final document. Vicky

Vicky Maryatt
Dean, Career Education
Folsom Lake College
10 College Parkway
Folsom, CA 95630
916-608-6925
Victoria.Maryatt@flc.losrios.edu