

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

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000002160
GAYLORD BROS INC
GAYLORD ARCHIVAL
PO BOX 4901
SYRACUSE NY 13212-4901

Phone: (800) 448-6160
Fax: (800) 272-3412

email: customerservice@gaylord.com

COMPLETED

PURCHASE ORDER NO 0001115382

Date	Revision	Page
04/27/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1029880 MADUELLR HANEYB	04EDCA221	

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	Use Tax Applicable: Y				
Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	61-587 BRASS DISPLAY EASEL 9"H	4.00 EA	32.61	130.44	05/02/2021
2- 1	ACD13102 BLUE GREY HALF-WIDTH INTERNATIONAL A4 DOCUMENT CASE DURACOAT	10.00 EA	10.11	101.10	05/02/2021
3- 1	61-447 2 MIL POLYESTER PHOTO MOUNTING SLEEVES 8 X 10 PKG 10	4.00 PKG	22.23	88.92	05/02/2021
4- 1	F9113-25 GAYLORD CLASSIC 3RD CUT TAB LETTER SIZE FILE FOLDERS PKG 25	2.00 PKG	10.02	20.04	05/02/2021
5- 1	EPP11103KD GAYLORD BLUE EFLUTE ARCHIVAL PAMPHLET FILE11HX3 1/2WX10"D	10.00 EA	7.05	70.50	05/02/2021

QUOTE #178673 VALID TO 06-15-2021

ATTENTION VENDORS:
FOLSOM LAKE COLLEGE RECEIVING HOURS ARE CURRENTLY MONDAY - THURSDAY 10:00AM - 2:00PM UNTIL FURTHER NOTICE.

Line 2 not rcvd. Line 2 Ch# 0094817528
07/28/21
LINE 1,3,4 & 5 PAID Ch# 0094815547 5/19/21

Sub Total Amount	411.00
Sales Tax Amount	0.00
Total PO Amount	411.00

Paid:

Check#: 94-817528 &
94-815547
Date: 05/19/21 &
07/28/21
Amount: \$442.86

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	ED.VI.LIBR	61200	00000	700P	411.00	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: GAYLORD BROS INC 0000002160
 GAYLORD ARCHIVAL
 PO BOX 4901
 SYRACUSE NY 13212-4901
 United States

Phone: (800) 448-6160 **Fax:** (800) 272-3412
email: customerservice@gaylord.com

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

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001029880	04/20/2021	1	
Requisition Name:			
GAYLORD ARCHIVAL EDC LIB 2021			
Requester			
Regina Maduell			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: MADUELLR 20-APR-2021			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	61-587 BRASS DISPLAY EASEL 9"H	4	EA	32.61	130.44	
2-1	ACD13102 BLUE GREY HALF-WIDTH INTERNATIONAL A4 DOCUMENT CASE DURACOAT	10	EA	10.11	101.10	
3-1	61-447 2 MIL POLYESTER PHOTO MOUNTING SLEEVES 8 X 10 PKG 10	4	PKG	22.23	88.92	
4-1	F9113-25 GAYLORD CLASSIC 3RD CUT TAB LETTER SIZE FILE FOLDERS PKG 25	2	PKG	10.02	20.04	
5-1	EPP11103KD GAYLORD BLUE EFLUTE ARCHIVAL PAMPHLET FILE11HX3 1/2WX10"D	10	EA	7.05	70.50	

411.00 Sub-total
 31.85 Est. tax

Total Requisition Amount: 442.85

QUOTE #178673 4/19/21 VALID THROUGH 6/15/21 BY GAYLORD ARCHIVAL
 15% OFF AND FREE SHIPPING OVER \$250 USE CODE: SPRING21 (OFFER ENDS 4/25/21)
 PLEASE SHIP TO FLC RECEIVING ATTENTION EDC LIBRARY

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	ED.VI.LIBR	61200	00000	700P	411.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: Lottery
 Project Grant: 700P
 Program Director: Greg McCormac
 Program Goal: Eligible instructional supply purchase

Approval Signature

Approval Signature

Approval Signature

Gaylord Archival

P.O. Box 4901
Syracuse, NY 13221-4901
USA

Quote Number: 178673
Account Number: 207753

Quoted To:
ACCOUNTS PAYABLE
LOS RIOS COMMUNITY COLLEGE DISTRICT
1919 SPANOS CT
Sacramento CA, United States 95825
Phone: 916-568-3065

Phone: 800-448-6160
Fax: 800-595-7265
Email: bids@gaylord.com

Effective Date: Apr 16, 2021
Expiration Date: Jun 15, 2021
Revised Date: Apr 16, 2021

Quoted By:
Sandy Bellor
Phone: 315-634-8246 8246

Part Nbr	Long Description	UOM	Qty	Unit Price	Ext. Price
61-587	Brass Display Easel 9"H	EA	4	\$32.61	\$130.44
ACD13102	Blue Grey Half-Width International A4 Document Case DuraCoat	EA	10	\$10.11	\$101.10
61-447	2 mil Polyester Photo Mounting Sleeves 8 x 10 Pkg 10	PKG	4	\$22.23	\$88.92
F9113-25	Gaylord Classic 3rd Cut Tab Letter Size File Folders Pkg 25	PKG	2	\$10.02	\$20.04
EPP11103KD	Gaylord Blue EFlute Archival Pamphlet File11HX3 1/2WX10"D	EA	10	\$7.05	\$70.50
Sub Total					\$411.00
Shipping & Handling					\$0.00
Sales Tax					\$35.96
Total					\$ 446.96 USD
FOB Destination Pre-Paid & Added					

Freight rates are estimates at time of quoting and are subject to change
Shipment: 1 - 4 Weeks ARO

Terms & Conditions

All orders resulting from this proposal are subject to Credit Approval
Except for manufacturing defects, all custom and non-stock items are non-cancelable and non-returnable.

Shipping

Items too heavy or too large to ship by a parcel carrier will be shipped LTL common carrier. Shipping charges quoted are based on a dock delivery. In those instances, if large trucks cannot back up to a raised dock at your delivery location, then you may require extra services. If you do not have a loading dock or forklift enhanced delivery services are strongly encouraged and or may be required to facilitate a safe off-loading of your merchandise. Special Delivery Instructions: Please include receiving hours, days you are closed, and any other instructions for the delivering carrier when placing your order.

Lift Gate Truck Delivery- Additional \$75.00 Charge:

The driver will be using a truck that has a lift, which will lower the shipment to ground level. From there you will provide the movement of shipment into the building.

Inside Delivery -Additional \$55.00 charge:

The driver may assist you in the movement of merchandise from the truck through the first door of the building, where it will be out of inclement weather. Movement beyond the first door is customer's responsibility. If you do not have a ramp this service is not available, please discuss other options with your Salesperson. Some doorways are not large enough for certain deliveries; please verify the physical clearance of your thresholds before ordering. Note: Additional inside delivery charges will be incurred for delivery requests that are made for areas beyond the inside of the first-floor door and are only offered if a freight elevator is available for use.

Installation & Assembly

Installation or Product Assembly are not included in shipping charges. You may opt to add different services such as Installation or Assembly to your order. Please contact the Gaylord Sales Department at 800-345-5330 to discuss your options and obtain costs for these services.

Orders Over \$5,000

If your order exceeds \$5,000.00 we require a signed purchase order. If your organization doesn't use formal purchase orders, no problem! We will send you an Order Acknowledgement to review for accuracy. Simply return a copy endorsed by an authorized signer, and we'll finalize your order. In some circumstances, credit references may be required for successful placement of your order. Please have them available upon request.

Ready to Order?

To help expedite your order and to ensure it is placed correctly, below is a checklist for you to reference when placing your Gaylord order.

____ Complete Billing Address – Include Contact Name & Phone Number

____ Complete Shipping Address – Include Contact Name & Phone Number (if different from above)

____ Gaylord Product Numbers - Please include the product numbers you'd like to order and specify your color choices or sizes, when applicable. If you are unsure of how to find product numbers or are not sure if you are using the correct product number, please contact Customer Service at 800-448-6160 for assistance.



**GAYLORD[®]
ARCHIVAL**

Preserve Today. Share Tomorrow.

7282 William Barry Blvd. / North Syracuse, NY / 13212 / USA

Page: 1 of 1
Date: 29-APR-2021

Phone: 800-448-6160
Fax: 800-272-3412
WWW.GAYLORD.COM

Ship Via: FedEx Ground-Parcel-Ground

SHIP TO:

FOLSOM LAKE COLLEGE
10 COLLEGE PKWY
Folsom, CA 95630
United States

BILL TO:

LOS RIOS COMMUNITY COLLEGE DISTRICT
1919 SPANOS CT
Sacramento, CA 95825-3981
United States

PACKING LIST

Thank you for your order.
Separate Invoice will be sent.

Customer Number: 277409
Customer Name: RECEIVING CLERK

Customer PO Number: 0001115382
Order Number: 26713460
Delivery Id: 37151972

Please refer to this number on all correspondence

Line	ORDER	SHIP	REMAINING	UOM	Item Number	Description/Title	Weight
1	L1 4	4	0	EA	61-587 (40-409)	Brass Display Easel 9"H	.6
3	L3 4	4	0	PKG	61-447 (780-0810)	2 mil Polyester Photo Mounting Sleeves 8 x 10 Pkg 10	.4
4	L4 2	2	0	PKG	F9113-25 ()	Gaylord Classic 3rd Cut Tab Letter Size File Folders Pkg 25	1.6
5	L5 10	10	0	EA	EPP11103KD ()	Gaylord Blue EFlute Archival Pamphlet File11HX3 1/2WX10"D	.2

PO# 000 1115 382

RCVR # 000 109 6641

5/17/21

Baba

Customer Service hours are Monday - Thursday, 8.00 am to 6.00 pm, Friday 8.00 am to 5.00 pm, EST. You can reach Customer Service at 800-634-6307

***** Special Instructions *****



3 7 1 5 1 9 7 2



3 7 1 5 1 9 7 2

Thank you for your order:

From: [Maduell, Regina](#)
To: [Machani, Rachana](#); [Thiessen, Levi](#); [Ndiaye, Ababacar](#)
Cc: [Harman, Joany](#); [Rouiller, Suzanne](#)
Subject: RE: ETA for Gaylord Bros Purchase order # 0001115382 Line # 2
Date: Monday, July 19, 2021 9:49:55 AM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)

Hello Rachana,

Yes. EDC Library did receive the blue grey half-width document cases.

Regina Maduell

El Dorado Center Library
6699 Campus Drive, Placerville, CA 95667
(530)642-5695
MaduelR@flc.losrios.edu

From: Machani, Rachana <MachanR@flc.losrios.edu>
Sent: Friday, July 16, 2021 9:56 AM
To: Thiessen, Levi <ThiessL@flc.losrios.edu>; Ndiaye, Ababacar <NdiayeA@flc.losrios.edu>; Maduell, Regina <MaduelR@flc.losrios.edu>
Cc: Harman, Joany <charmanj@flc.losrios.edu>; Rouiller, Suzanne <Rouills@losrios.edu>
Subject: RE: ETA for Gaylord Bros Purchase order # 0001115382 Line # 2

Hi,

Could you please **confirm if the item Gaylord Bros Purchase order # 0001115382 Line # 2 was received**. The item below shipped and delivered on July 6th signed by ANDIAYE on Fed Ex Ground – 869628414268110

2- 1	ACD13102 BLUE GREY HALF-WIDTH INTERNATIONAL A4 DOCUMENT CASE DURACOAT	10.00 EA	10.11	101.10	05/02/2021
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Thank you,
Best regards,
Rachana.

From: Bellor, Sandy <Sandy.Bellor@gaylord.com>
Sent: Friday, July 16, 2021 6:17 AM
To: Machani, Rachana <MachanR@flc.losrios.edu>
Subject: RE: ETA for Gaylord Bros Purchase order # 0001115382 Line # 2

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. **To mark the message as SPAM, right click the message, select "Junk", and then select "Block Sender".**

Good morning ,

The item below shipped and delivered on July 6th signed by ANDIAYE on Fed Ex Ground – 869628414268110
If you have any questions please contact us.



GAYLORD® ARCHIVAL
Preserve Today. Share Tomorrow.

T: 800-448-6160 x 8246
F: 800-272-3412
E: sandy.bellor@gaylord.com
W: www.gaylord.com

From: Machani, Rachana <MachanR@flc.losrios.edu>
Sent: Thursday, July 15, 2021 6:01 PM

To: Customer Service - WEB <CustomerService-WEB@gaylord.com>
Subject: ETA for Gaylord Bros Purchase order # 0001115382 Line # 2

[EXTERNAL EMAIL]

Hi,
Could you please give us the **estimated time of arrival for Gaylord Bros Purchase order # 0001115382 Line # 2**, if the items are already shipped please provide us the shipping document.
Please see below for reference.

2- 1	ACD13102 BLUE GREY HALF-WIDTH INTERNATIONAL A4 DOCUMENT CASE DURACOAT	10.00EA	10.11	101.10	05/02/2021
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Thank you,
Best regards,
Rachana I Business Services
Folsom Lake College | 10 College Parkway | Folsom, CA 95630
| ✉ machanr@flc.losrios.edu