

**COMPLETED****Los Rios Community College District****PURCHASE ORDER NO 0001120522**

Purchasing: (916)568-3071  
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:** 0000040733  
BP PRODUCTIONS  
4081 SEAPORT BLVD  
WEST SACRAMENTO CA 95691

**Phone:** (916) 652-8575

**email:** ira@bpproductions.org

Date	Revision	Page
03/29/2022		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1035440 CAMPBELL HANEYB	04ADMN STUSVC	

**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	RENTAL APEX 322L4 MOBILE STAGE FOR FLC COMMENCEMENT (TAXABLE)	1.00 EA	3,500.00	3,500.00	03/31/2022
2- 1	RENTAL PARTS & LABOR FOR APEX 3224 MOBILE STAGE - FOR FLC COMMENCEMENT (NON-TAXABLE)	1.00 EA	4,874.00	4,874.00	03/31/2022

PREPAY INVOICE# 56078 03-23-2022  
RENTAL QUOTE# 22-0176 Signed/Authorized by Carrie Bray 03-24-22

**PAID****CHECK #: 0094825493****DATE: 3-30-22****AMOUNT: 8645.25****VOUCHER#: 00621251**

<b>Sub Total Amount</b>	8,374.00
<b>Sales Tax Amount</b>	271.25
<b>Total PO Amount</b>	8,645.25

<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	12	FL.VS.OFFC	64900	00000	384B	8,645.25	2022

0001035440CHAVEZA25-MAR-2022

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 email address: LRCCDpurchase@losrios.com.

<https://psreports.losrios.edu/PurchaseOrderInformation.asp>

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

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](http://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:** BP PRODUCTIONS  
4081 SEAPORT BLVD  
WEST SACRAMENTO CA 95691  
United States

0000040733

**Phone:** (916) 652-8575  
**email:** ira@bpproductions.org

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

<b>Business Unit:</b>		<b>GENFD</b>	<b>OPEN</b>
Req ID:	Date	Page	
0001035440	03/22/2022	1	
Requisition Name: BP Productions			
Requester Lindsey Campbell			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: CAMPBELL 22-MAR-2022			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	STAGE RENTAL FOR COMMENCEMENT - 50% DEPOSIT FOR BOOKING	1	EA	4,187.00	4,187.00	03/31/2022
2-1	STAGE RENTAL FOR FLC COMMENCEMENT - REMAINING BALANCE	1	EA	4,187.00	4,187.00	03/31/2022
3-1	TAX ON STAGE RENTAL	1	EA	271.25	271.25	03/31/2022

8,645.25 Sub-total  
670.00 Est. tax

Total Requisition Amount: 9,315.25

Quote signed/authorized by Carrie Bray.

PREPAY INVOICE 56078 DTD 3/23/22

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5601	12	FL.VS.OFFC	64900	00000	384B	8,645.25

## Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: HEERF  
Project Grant: 384B  
Program Director: Kellie Butler  
Program Goal: Covid Relief Funds

Approval Signature

Approval Signature

Approval Signature



West Sacramento, CA 95691  
**Bill Pursell Productions Inc.**

Ph: 916-652-8575  
Fax: 916-822-5713  
accounting@bpproductions.org  
Fed ID# 03-0580744

# Invoice

Date	Invoice #
3/23/2022	<b>56078</b>
Terms	
See Below	

**Bill To**

Folsom Lake College  
10 College Pkwy  
Folsom, CA 95630

Install /Start Date	Removal /End Date	P.O. Number	Job Number	Job Name	Ordered By	
5/17/2022	05/19/2022		22-0176	Commencement 2022	Lindsay Campbell	
Item	Quantity	Description			Rate	Amount
APEX 3224	1	APEX 3224 Mobile Stage Rental			3,500.00	3,500.00
Bp Equip Rentals	40	Black Velour - 16' - Per Foot			8.00	320.00
Bp Equip Rentals	1	Workbox, Small			50.00	50.00
Equipment Rentals	12	Stage Deck, 4' x 8'			96.00	1,152.00
Equipment Rentals	4	Stage Deck, 4' x 4'			48.00	192.00
Equipment Rentals	12	Hand Rail, OSHA, 4'			20.00	240.00
Equipment Rentals	20	Hand Rail, OSHA, 8'			20.00	400.00
Labor	3	Stage Technician - Load In			280.00	840.00
Labor	3	Stage Technician - Load Out			420.00	1,260.00
Delivery and Pickup	2	Delivery and Pickup			210.00	420.00
		Sacramento Co. Sales Tax			7.75%	271.25
<b>50% Deposit due, remaining balance due on delivery.</b>				Total		\$8,645.25
				Payments/Credits		\$0.00
				Balance Due		\$8,645.25
~~Credit card customers are subject to a 3% fee per transaction.						
~~Accounts not paid within terms are subject to a 1.5% monthly finance charge.						
~~REMIT TO: P.O. Box 1881, Orangevale CA 95662						



**BP Productions**  
 4081 Seaport Blvd  
 West Sacramento, CA 95691  
 Phone: 916-652-8575  
 Fax: 916-822-5713

# Quote

Quote Number: 22-0176  
 2022 Folsom Lake College Commencement 3224

Client	Billing Contact
Folsom Lake College Lindsey Campbell 10 College Pkwy Folsom, CA 95630 Mobile: 9169904995 Phone: 9169904995 Email: Campbel@flc.losrios.edu	Folsom Lake College Lindsey Campbell 10 College Pkwy Folsom, CA 95630 Mobile: 9169904995 Phone: 9169904995 Email: Campbel@flc.losrios.edu

Venue/Site	Onsite Contact
Folsom Lake College 10 College Parkway Folsom, California 95630 US	Folsom Lake College Lindsey Campbell 10 College Pkwy Folsom, CA 95630 Mobile: 9169904995 Phone: 9169904995 Email: Campbel@flc.losrios.edu

Date Created	Account Manager	Department	Status	Order Must Confirm By
10:09 AM	Aaron Lewis	Production	Tentative	3/25/2022

Ship/Prep	Load/Install	Show/Event Start	Load Out/Removal	Return
5/17/2022 8:30 AM	5/18/2022 8:30 AM	5/18/2022 6:00 PM	5/19/2022 9:00 AM	5/20/2022 4:30 PM

Shipping Method	Customer PO	Discount	Sales Tax	Terms	Ordered By
Mobile Stage			Sales Tax - 7.75%	50% DEP/50% OD	Lindsey Campbell


Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
<b>Stage</b>							
Mobile Stage	1	APEX 3224 Mobile Stage		1	Day Rate	3,500.00	3,500.00
Rental	1	Workbox, small		1	Day Rate	50.00	50.00
Rental	40	Black Velour - 16' - Per Foot		1	Day Rate	8.00	320.00
<b>Stage Total:</b>							<b>\$3,870.00</b>
<b>ADA Ramp Package</b>							
Rental	12	Stage Deck, 4' x 8'		1	Day Rate	96.00	1,152.00
Rental	4	Stage Deck, 4' x 4'		1	Day Rate	48.00	192.00
Rental	12	Hand Rail, OSHA, 4'		1	Day Rate	20.00	240.00
Rental	20	Hand Rail, OSHA, 8'		1	Day Rate	20.00	400.00
<b>ADA Ramp Package Total:</b>							<b>\$1,984.00</b>
<b>Labor</b>							
Labor	3	Stage Technician	Load In	4	Hourly Rate	70.00	840.00
Labor	3	Stage Technician	Load Out	4	Hourly Rate	105.00	1,260.00
<b>Labor Total:</b>							<b>\$2,100.00</b>
<b>Shipping</b>							
Shipping	1	Delivery			Each	210.00	210.00
Shipping	1	Pick Up			Each	210.00	210.00
<b>Shipping Total:</b>							<b>\$420.00</b>

Notes:

- All Mobile Stage orders require a 50% NON-Refundable Deposit to confirm. No deposit will result in no confirmation.
- Customer must provide all ground covering and labor for ground covering.

By signing below, I, the purchaser, agree to pay the amount indicated to company in exchange for the products listed on this invoice, and I agree to make all payments on time per the Terms listed above. If no Terms are specified, then payment is due within 30 days of the invoice date.

\*\*\*Credit card customers are subject to a 3% fee per transaction\*\*\*  
Thank you for your business!!!

x   
\_\_\_\_\_  
Signature

Mar 24, 2022  
\_\_\_\_\_  
Date

Equipment Subtotal:	\$5,854.00
Labor Subtotal:	\$2,100.00
Delivery Subtotal:	\$420.00
<b>Subtotal:</b>	<b>\$8,374.00</b>
Sales Tax:	\$271.25
<b>Total:</b>	<b>\$8,645.25</b>
Total Applied Payments:	\$0.00
<b>Balance Due:</b>	<b>\$8,645.25</b>



## Job Terms & Conditions

4081 Seaport Blvd, West Sacramento, CA 95691 – Office: (916) 652-8575 Fax: (916)-822-5713

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To reserve your event date and time, a 50% deposit is required in addition to signed contract. Balance is due in set forth terms outlined on Client Quote. If no terms are specified, then payment is due within 30 days of invoice date. Quote is valid for 30 days. Deposits become NON REFUNDABLE if canceled within 72hrs of event date for all Production and Rental Orders. Deposits on all Mobile Stage orders are NON-REFUNDABLE.

LESSOR requires LESSEE to carry his own General Liability & Equipment Insurance (minimum \$1,000,000 General Liability limits) and provide a certificate naming BP Productions as Additional Insured/Loss Payee.

Production budgets are based on the information supplied to BP Productions by the client and are estimated costs to be incurred for labor, goods, and services regarding the production for this special event.

Labor rates are based on the production schedule and are understood to be estimated. Labor billed will be the result of the final production schedule incurred by BP Productions technical staff or sub-contracted labor costs incurred by BP Productions.

Changes, additional goods, or services not specifically included in the initial production document will be added to the final invoice. BP Productions retains the right at its sole discretion to substitute production equipment by brand and or model so long as it meets the specified production requirements.

Client shall provide to BP Productions adequate time for event setup and testing for the specified services. Client shall provide and or confirm access to facility space, use of facility power, AV control systems, in-house sound, and lighting systems for the purposes of BP Productions fulfilling its obligations under the contract. Client shall provide any and all materials needed for the production 2 weeks in advance (including but not limited to art work, banners, graphics, titles, videos, and presentations needed for the production).

Production and Deliverables: BP Productions will provide the above specified production equipment, labor, and services for the purposes of the clients live event.

Forms of Payment: In exchange for services client may pay by check, cash, or money order. ***Credit card customers are subject to a 3% fee per transaction.***

All invoices past due will be charged a 3% monthly finance charge. Failure to pay any finance charges, or if collection of an account requires the services of the courts, collection agency, or attorney, customer agrees to pay all collection fees, attorney fees, and finance charges. A \$50.00 charge is applied on all returned checks.

Cancellation of any event and production services outside of 72 hours prior to event date will result in a restock charge of 20% for production equipment to include technical labor, sub-contracted equipment, and labor for this production date. If a deposit was paid the 20% restock charge will be deducted from the paid amount.

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**By their signature below, the undersigned, client, agree to the attached terms and conditions which are incorporated herein ~~and further agree that the terms herein shall apply, jointly and severally, to the individual signing below in their personal capacities as well as on behalf of the entities specified.~~ Orders or contracts not signed will result in no production services delivered or promised by BP Productions.**

Authorized Signature

Carrie Bray

Print Name