COMPLETED

Los Rios Community College District

PURCHASE ORDER NO 1119067A

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

Date	Revision	Page
12/21/2021		1
Payment Terms	**Freight Terms**	**Ship Via**
NET 30	Shipping Point	Best Method
Reference:		**Location / Dept**
1033835 GREGORYR HANEYB		04ADMN

Supplier: 0000049750
HOLT DARREN
31941 ROAD 160
VISALIA CA 93292

Phone: (559) 799-1127

email: digbyfire@aol.com

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	SERVICES: GRADE SOFTBALL FIELD	1.00 EA	1,800.00	1,800.00	01/04/2022
2- 1	SERVICES: GRADE BASEBALL FIELD	1.00 EA	1,800.00	1,800.00	01/04/2022

CALL RICH GREGORY TO SCHEDULE SERVICE - CELL# 916-303-3634

PER PO TERMS AND CONDITIONS ITEM #19 CONTRACTOR IS TO PROVIDE PROOF OF INSURANCE CERTIFICATES LISTING LRCCD AS ADDITIONALLY INSURED. HOLDER IS LRCCD, 1919 SPANOS CT., SACRAMENTO, CA 95825. EMAIL TO LRCCDPURCHASE@LOSRIOS.EDU. NO HARD COPY IS REQUIRED.

PER ESTIMATE# 1024 DATED 12/04/21

ATTN: RICH GREGORY

FLC RECEIVING HOURS: M-F, 7:30AM - 4PM

DELIVERIES WILL NOT BE ACCEPTED FROM DEC 24, 2021 - JAN 4, 2022.

PAID

CHECK #: 0094823904

DATE: 1/31/21

AMOUNT $: 1800.00, 1800.00

VOUCHER #: 00617323

Sub Total Amount	3,600.00
Sales Tax Amount	0.00
Total PO Amount	3,600.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VI.KINE	08700	00000	041A	3,600.00	2022

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

PURCHASE ORDER NO 1119067A

Purchasing: (916)568-3071 * FAX (916) 568-3145
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Date	Revision	Page
12/21/2021		2
Payment Terms	**Freight Terms**	**Ship Via**
NET 30	Shipping Point	Best Method
Reference:		**Location / Dept**
1033835 GREGORYR HANEYB		04ADMN

Supplier: 0000049750
HOLT DARREN
31941 ROAD 160
VISALIA CA 93292

Phone: (559) 799-1127

email: digbyfire@aol.com

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

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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Authorized Signature
AUTHORIZED SIGNATURE ON
PO TOTAL PAGE

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PURCHASE ORDER NO 0001119067
CANCELED PO

Date	Revision	Page
12/17/2021	1 - 12/21/2021	1
Payment Terms	**Freight Terms**	**Ship Via**
NET 30	Shipping Point	Best Method
Reference: 1033835 GREGORYR ROUILLERS		

Supplier: 0000043077
DIGBYFIRE INC
31941 ROAD 160
VISALIA CA 93292

Phone: (559) 799-1127

email: digbyfire@aol.com

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	SERVICES: GRADE SOFTBALL FIELD	1.00EA	1,800.00	0.00	**CANCEL**
2- 1	SERVICES: GRADE BASEBALL FIELD	1.00EA	1,800.00	0.00	**CANCEL**

CALL RICH GREGORY TO SCHEDULE SERVICE - CELL# 916-303-3634

PER ESTIMATE# 1024 DATED 12/04/21

ATTN: RICH GREGORY

FLC RECEIVING HOURS: M-F, 7:30AM - 4PM

DELIVERIES WILL NOT BE ACCEPTED FROM DEC 24, 2021 - JAN 4, 2022.

PER PO TERMS AND CONDITIONS ITEM #19 CONTRACTOR IS TO PROVIDE PROOF OF INSURANCE CERTIFICATES LISTING LRCCD AS ADDITIONALLY INSURED. HOLDER IS LRCCD, 1919 SPANOS CT., SACRAMENTO, CA 95825. EMAIL TO LRCCDPURCHASE@LOSRIOS.EDU. NO HARD COPY IS REQUIRED.

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

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
							0.00	2022

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LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 * FAX (916) 286-3636
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NET 30	Shipping Point	Best Method
Reference: 1033835 GREGORYR ROUILLERS		

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DIGBYFIRE INC
31941 ROAD 160
VISALIA CA 93292

Phone: (559) 799-1127

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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

0001033835CHAVEZA13-DEC-2021

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http://www.losrios.edu/purchasing/povalidation

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Los Rios Community College District

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

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31941 ROAD 160
VISALIA CA 93292

Phone: (559) 799-1127

email: digbyfire@aol.com

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United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	SERVICES: GRADE SOFTBALL FIELD	1.00EA	1,800.00	1,800.00	01/04/2022
2- 1	SERVICES: GRADE BASEBALL FIELD	1.00EA	1,800.00	1,800.00	01/04/2022

CALL RICH GREGORY TO SCHEDULE SERVICE - CELL# 916-303-3634

PER ESTIMATE# 1024 DATED 12/04/21

ATTN: RICH GREGORY

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Sub Total Amount	3,600.00
Sales Tax Amount	0.00
Total PO Amount	3,600.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VI.KINE	08700	00000	041A	3,600.00	2022

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Date	Revision	Page
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VISALIA CA 93292

Phone: (559) 799-1127

email: digbyfire@aol.com

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Sacramento CA 95825-3981
United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date

0001033835CHAVEZA13-DEC-2021

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

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Authorized Signature
AUTHORIZED SIGNATURE ON
PO TOTAL PAGE

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Requisition

Supplier: DIGBYFIRE INC
31941 ROAD 160
VISALIA CA 93292
United States

Phone: (559) 799-1127
email: DIGBYFIRE@AOL.COM

0000043077

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

Business Unit: **GENFD** **OPEN**

Req ID:	Date	Page
0001033835	12/08/2021	1

Requisition Name:
DIGBYFIRE GREGORY

Requester
Richard Gregory

Requester Signature

Buyer: Brenda Haney
Approved:
Entered By: M.J 08-DEC-2021

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SERVICES: GRADE SOFTBALL FIELD	1	JOB	1,800.00	1,800.00	12/22/2021
2-1	SERVICES: GRADE BASEBALL FIELD	1	JOB	1,800.00	1,800.00	12/22/2021

CALL RICH GREGORY TO SCHEDULE SERVICE, CELL# 916-303-3634

	3,600.00	Sub-total
	0.00	Est. tax
Total Requisition Amount:	3,600.00	

SOLE SOURCE ATTACHED WITH OTHER DOCS

ESTIMATE# 1024 DATED 12/04/21 ATTACHED
ATTN: RICH GREGORY
CONTRACTOR TO CONTACT RICH GREGORY TO SCHEDULE WORK

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5600	11	FL.VI.KINE	08700	00000	041A	3,600.00

Approval Signature	Approval Signature	Approval Signature

Digby's Field Solutions
31941 Road 160
Visalia, CA 93292

Estimate

ADDRESS
Rich Gregory
Folsom Lake College
10 College Parkway
Folsom, CA 95630

ESTIMATE # 1024
DATE 12/04/2021

ACTIVITY	QTY	RATE	AMOUNT
Services Grade Softball Field	1	1,800.00	1,800.00
Services Grade Baseball Field	1	1,800.00	1,800.00

TOTAL **$3,600.00**

Accepted By

Accepted Date

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court, Sacramento, CA 95825
Purchasing Department
lrccdpurchase@losrios.edu

Sacramento City College | American River College | Cosumnes River College | Folsom Lake College

CONFLICT OF INTEREST STATEMENT

This is to certify that the undersigned employee(s) has/have no economic interests which may foreseeably be materially affected by having participated in the development of the specifications for service, equipment and/or material represented by the referenced requisition.

(Pursuant to District Regulation R-8323 and District Policy P-8611
This form must be signed and submitted with the Approved Online Purchase Requisition for those transactions listed below.)

Sole Source Requests
Service Agreements (GS Form 78)
Selection Committee Recommendations (formal process)

READ CAREFULLY BEFORE SIGNING:

Employee/Date

Selection Committee Member/Date

0001033835 (DigbyFire Inc.)

Requisition Number

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

Selection Committee Member/Date

OFFICIAL USE ONLY:	
PURCHASE ORDER#	
BUYER/DATE:	

FOLSOM LAKE COLLEGE
EL DORADO CENTER ♦ RANCHO CORDOVA CENTER
10 College Parkway, Folsom, CA 95630 ■ 916-608-6500 ■ www.flc.losrios.edu

INTEROFFICE MEMORANDUM

DATE: DECEMBER 8, 2022

TO: FLC BUSINESS SERVICES

FROM: MATT WRIGHT, DEAN, KHAN

SUBJECT: SOLE SOURCE JUSTIFICATION MEMO FOR DIGBYFIRE INC. FOR BASEBALL/SOFTBALL FIELD LEVELING SERVICE

BSO,

The service being purchased is for the leveling/grading of our softball and baseball infields. In a cursory search for this type of service, the closest we could find was in southern California. There are of course, general grading/leveling companies, but we are looking for someone with baseball and softball experience particularly to ensure we get the job done correctly. We did not explore obtaining quotes from the two companies in southern California, because it is believed that they would either not provide service in our region, or it would be too expensive to consider as a viable option.

Digbyfire Inc. has done much work on community college baseball/softball fields and we have been satisfied with the previous service they completed at FLC.

Thank you and please let me know if you have any further questions.

Matt Wright
Dean, KHAN
X 6687

LOS RIOS COMMUNITY COLLEGE DISTRICT
Sole/Single Source Purchase Justification

Vendor: DIGBYFIRE, INC Requisition No: ____

Commodity/Service: Infield Leveling for Baseball/Softball Fields

Estimated annual expenditure for the above commodity or service: $: 3,600

Pursuant to Purchasing Policy, Sole/Single Source purchase requests & approvals must be performed in advance and shall be supported by written documentation. This form and appropriate supporting documentation fulfills that requirement.

Initial all entries below that apply to the proposed purchase. Attach supporting documentation and justification memo as described below (More than one entry will apply to most sole/single source products/services for purchase requested).

1. _____ SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. **(Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)**
2. _____ SOLE SOURCE REQUEST IS FOR ONLY GREATER SACRAMENTO AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. **(Attach the manufacturers — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)**
3. _____ THE PARTS/EQUIPMENT IS NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. **(Explain in separate memorandum.)**
4. X THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. **(Attach memorandum with details of specialized function or application.)**
5. _____ THE PARTS/EQUIPMENT IS REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. **(Attach memorandum describing basis for standardization request.)**
6. _____ CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)PURCHASE CONTRACT NO: _____
7. _____ "PIGGY-BACK"/UMBRELLA PURCHASE ON ANOTHER GOVERNMENT ENTITY'S CONTRACTS
8. _____ NONE OF THE ABOVE APPLIES. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests commodities and services to be procured from the vendor identified as the sole/single source supplier of the service or material described in this sole/single source justification and is authorized as a sole/single source for the service or material.

AUTHORIZED SIGNATURE – Dean/Department DATE 12/8/2021

AUTHORIZED SIGNATURE – VPA/BSO DATE 12/09/2021

SOLE/SINGLE SOURCE AUTHORIZATION:
(PURCHASING USE ONLY)

☐ **APPROVED** ☐ **DISAPPROVED**

By: _____ Date: _____

Digby's
31941 Road 160
Visalia, CA 93292

INVOICE

BILL TO
Rich Gregory
Folsom Lake College
10 College Parkway
Folsom, CA 95630

PO 1119067A
REC# 0001099956

INVOICE # 1080
DATE 01/30/2022
DUE DATE 03/01/2022
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Services Grade Softball Field	1	1,800.00	1,800.00
Services Grade Baseball Field	1	1,800.00	1,800.00

Please make checks payable to Darren Holt.
Thank you for your business!

BALANCE DUE **$3,600.00**