

P.O. No. F4096

1919 Spanos Court • Sacramento, CA 95825-3981

# LIMITED PURCHASE ORDER

Date

REI	MBURSEMENT (Not to Exc	eed \$10	00.00)			
VEN	IDOR NAME AND ADDRESS:		ERY INSTRI (Check one C-FACULTY	,	Deliver to Ad Vill Call	ddress Below
<u> </u>	DESCRIPTION		ORDER	ED	UNIT	
ITEM	GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	QUANTI		STOCK NO.	PRICE	TOTAL
1						
2						
3						
4	PAID					
5	CHECK #: 0094824677					
6						
7	DATE: 3/3/22					
8	AMOUNT: 695.00					
9	VOUCHER#: F4096					
10						
This pu	Ases Charged to Categorical Programs, Grants or Special Projects rchased is in compliance with the requirements of: Program Name For grants/special projects I Director/Coord. Signature Goal/Objective Number/Explanation	umber	(Not to E	SUB-TOTAL SALES TAX TOTAL Exceed \$1000.00)		
invoi invoi	DOR: Reference P.O. number on all invoices and packing slips. Total ce may not exceed \$1000.00 including tax and shipping costs. Mail ces in duplicate to: Los Rios Community College District, Accounting intment, 1919 Spanos Court, Sacramento, CA 95825.					
with Di	y certify the items/services listed above shall be obtained in accordance strict Policy,Conflict of Interest Code,P-8631 Section 3.0.,and all other able district, state, and federal policies, rules, regulations, and laws.	Received	d by	1 1		Date
REQU	ESTED BY: TYPED/PRINT DATE	Bus. Unit	t Account	Fund Org		
		0956	0 / 0000	n/2022/ 4	485Y	<sup>\$</sup> 695.00
REQU	ESTED BY: SIGNATURE DATE	Program		BY Proj/		Amount
APPR	OVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE	Bus. Uni	t Account	Fund Org		
APPRO	OVED: VICE PRESIDENT, ADMINISTRATION DATE	Program	/ n Sub-Class	/ / BY Proj/	Grnt	\$ Amount
		1		0j,	-	
Vendo	r: <u>Blue</u> Receiver: <u>Goldenrod</u> Accounting: <u>Yellow</u> B	Business Of	fice: <u>Green</u>	Dept/Requestor:	<u>Pink</u>	GS #32 Revised 07/2013

# LOS RIOS COMMUNITY COLLEGE DISTRICT

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

#### PURCHASE ORDER TERMS AND CONDITIONS

- 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.

1

- 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.
- 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 oc-cupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, 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.
- 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, CONTRACTORs 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 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.

# INSTRUCTIONS FOR COMPLETING A LIMITED PURCHASE ORDER

For purchases under \$1000.00 (including sales tax and shipping charges), a limited purchase order may be used in place of the traditional requisition/purchase order process. The limited purchase order (LPO) requires the same college approvals as do requisitions, but once the document is approved you can place your order or pick up merchandise immediately. Once the order is complete, the copies are distributed according to the notation on the bottom of the form. The following steps will assist you in filling out the limited purchase order.

1.	Date	Enter date order form is filled out.	
2.	Vendor Name and Address	Enter vendor's complete name and address, including zip code.	
3.	Deliver To	Enter campus or site name and address and indicate whether order is to be delivered or picked up.	
4.	Description	Enter complete description of goods and services requested include size, color, number per carton, etc. Indicate shipping charges and discounts here.	
5.	Quantity	Enter desired number of items, sets, cartons, etc.	
6.	Unit	Enter unit of measure (each, dozen, gram, etc.)	
7.	Stock Number	Enter vendor's stock number.	
8.	Unit Price	Enter unit cost.	
9.	Total	Enter extended price (quantity x unit cost).	
10.	Sub-Total	Enter sub-total (after any applicable discounts)	
11.	Sales Tax	Enter current sales tax amount	
12.	Total	Enter total amount of purchase, including sales tax and shipping costs, not to exceed \$1000.00	
13.	Categorical Program, Grants or Special Projects	Enter program name. Program Director or Coordinator to sign. Enter program/grant number and goal/objective purchase meets.	
14.	Received by	When item is received, sign and date goldenrod copy (Receiver) and forward to district office accounting department.	
15.	Requested by	Name of person initiating order.	
16.	Bus. Unit (Business Unit) Account, Fund, Org, Program, Sub-Class, BY (Budget Year), Proj/Grnt	These items constitute the chart field combination (budget number) to be charged for the purchase. The Account may not be in the 6000 category.	
17.	Authorized Signature	Must be signed by the requisitioner, the area dean or unit supervisor.	
18.	Vice President, Admin. Director/ViceChancellor/ Chancellor	Vice president of administration or director /vice chancellor or chancellor must approve order before items can be purchased.	

\*Purchases made in the name of the district without an **Authorized Purchase Order** shall be considered the obligation of the person making the purchase and not the obligation of the district.



**UC San Diego Extension** 9500 Gilman Dr., La Jolla, CA 92093 Phone: (858) 534-3400 Fax: (858) 534-8527 Email: unex-reg@ucsd.edu Web: myextension.ucsd.edu

Frazee, Todd Ryan 4475 Bocana Rd. Cameron Park, CA 95682 todd.frazee@yahoo.com

Course Receipt	Fee	Process Date Payment Method	Amount
Safety Leadership II FPM-40642			
Section ID: 164469 Enroll Date: 02/14/2022 Units: 2 Class Type: ONLINE Dates: 03/28/2022 - 05/01/2022	\$695.00	02/14/2022 Credit Card	\$695.00
	Total Fees: \$695.00	Balance Due:	\$0.00

Printed On: 2/15/2022

Re-Disclosure Notice The enclosed information is being released to you in accordance with the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). In providing this information, it is the responsibility of the University of California, San Diego Extension to inform you that such information is being transferred on the condition that you will not permit any other party to have access to such information without the written consent of the Student, except that the information may be used by your organization's officers, employees and agents, but only for the purposes for which the Disclosure was made to you.

# UC San Diego Safety Courses

### FIRE AND LIFE SAFETY IN THE WORKPLACE

Fire and explosions in the workplace can be dangerous for employees. Not just for construction sites and industrial plants, but also office spaces, buildings and other general industry facilities. It is the responsibility of the employer to develop and implement fire and life safety programs for the protection of their workers through fire prevention measures, fire protection and fire suppression. In this course, students will learn about the employer's roles and responsibilities as well as the codes and standards of fire and life safety in the workplace, allowing them to implement industry best practices. This includes fire prevention, protection and suppression as well as general life safety.

Fee: \$995

# INTRODUCTION TO FIRE AND LIFE SAFETY IN THE WORKPLACE

This course is designed to provide students with the knowledge and understanding of fire and life safety requirements in the workplace including fire prevention, fire protection, and fire suppression methods. The class will familiarize students with the applicable codes, standards and regulations as well as the history leading to the fire and life safety requirements. Students will learn to apply the requirements to specific workplace situations. The class will cover systems and equipment used to provide fire & life safety in the workplace and how to maintain/inspect them.

Fee: \$450

#### LAWS AND REGULATIONS

This course includes a basic overview of Federal OSHA standards with main emphasis on Cal/OSHA standards. Students will be coached through a jobsite inspection process from the opening conference to the closing conference. Working group sessions will study actual court cases highlighting preparation for a hearing, burden of proof, affirmative defenses and discovery. The overall objective of this course is to enable students to better prepare for workplace inspections conducted by OSHA and responding to citations issued. Topics Include: Fed OSHA and Cal/OSHA, Citation categories, Abatement, Litigation and Hearing/Settlement Conference procedures, Injury Illness Prevention and COVID-19 Prevention Plans, Personal Protective Equipment, and Respiratory Protection.

Fee: \$765

### SAFETY INSPECTION TECHNIQUES

Learn the most commonly used safety inspection standards, tools and techniques in this three-day course. Experience an organized approach to inspecting and auditing projects to insure OSHA compliance and injury prevention. Visit both construction and general industry sites to perform an inspection and prepare a final report.

Fee: \$695

#### **SAFETY LEADERSHIP I**

A manager has employees that report to him or her, but not all managers have good leadership skills. Leadership can be defined as the ability to compel and motivate others towards the leader's goals. In safety, this translates into leaders that go beyond simply defining and implementing safety and health policies and procedures. Through lectures, presentations and real-world simulations, students will learn topics including: Alignment of values within an organization around safety, exhibiting visible leadership each day, identifying an organization's safety strengths and weaknesses and improvements, constructive intervention skills, fostering two-way dialogue between employees and leadership, setting and maintaining safety expectations. By the end of the course, safety professionals will have the skills necessary to become safety leaders.

Fee: \$695

# **SAFETY LEADERSHIP II**

Safety culture can be summed up as the approach, acceptance, attention, awareness and attitude that an organization and its employees have regarding safety in the workplace. Safety culture is a part of the larger organizational culture, and can be summed up as "the way we do things around here." When workplace illnesses, injuries and deaths occur, they can often be traced back to a breakdown in communication, and lack of understanding and adherence to the safety policies and procedures - and/or the inadequacy of the policies and procedures themselves. This course will help students identify, create and improve an organizational safety culture by focusing on areas such as: Ensuring leadership commitment at all levels, making workplace safety the top priority in all instances, organization-wide safety communication, discipline system for unsafe practices, employee empowerment to suggest improvements in safety practices and viewing safety as an investment and not a cost.

Fee: \$695

# PROFESSIONAL SAFETY AND HEALTH OFFICER CERTIFICATE osha.ucsd.edu/PSHO

The curriculum helps safety professionals achieve their career goals with its focus on safety regulations and indemand skill sets for leadership and training. Certificate students will acquire the skills needed to help them get hired and promoted.



# **TARGET AUDIENCE**

The curriculum is designed for safety professionals with at least five years of experience in the field—the minimum requirement to complete the OSHA outreach trainer courses. Professionals with the desire to excel in leadership positions in safety are highly encouraged to apply.

# **PROGRAM AT-A-GLANCE**

- Minimum of 23 units
- Can be completed in as little as three to six months, although many students prefer to take one year or more
- Both in-class and online courses are required to complete the certificate

**Please note:** Prerequisite course units do not count towards the total minimum required units.

# REQUIRED FOR CERTIFICATE COMPLETION

One prerequisite course, one trainer course, all other remaining required courses and a minimum of three specialty courses. To be awarded a certificate in the PSHO program, a student must be a current authorized Outreach Trainer in the construction industry and/or general industry at the UC San Diego OTI Education Center.

# CERTIFICATE ELECTIVES REQUIRED

The PSHO certificate requires the completion of electives in one of the following areas: Cal/OSHA, construction, or general industry. The OSHA Training Institute Education Center / OS&H Department at UC San Diego Extension will allow up to two (2) OTIEC courses to be transferred/substituted from another authorized OTIEC into the PSHO program. If a student is intending to complete more than one specialization (track), the student may still only transfer two classes.

# **COMPLETION OF CERTIFICATE BENEFITS**

- OSHA 10- and 30-hour outreach trainer authorization
- The knowledge to create a safety culture in the workplace that includes leadership commitment, organization-wide safety communication, and safety training as an investment for the organization
- The knowledge, skills, and tools needed to conduct accident and incident investigations
- Leadership and communication skills, including constructive intervention, fostering a two-way dialogue, setting and maintaining expectations, and alignment of values around safety
- How to minimize the threat of illnesses by learning industrial hygiene practices and related OSHA regulations and procedures



PROFESSIONAL SAFETY AND HEALTH OFFICER CERTI					
	Course Title	Course Number	Units		
<b>PREREQUISITE COURSES</b> Choose either OSHA 510 or OSHA 511 (not both).					
	OSHA 510 - Occupational Safety & Health Standards for the Construction Industry	FPM-40299	3.0		
X	OSHA 511 - Occupational Safety & Health Standards for General Industry	FPM-40366	3.0		
	REQUIRED TRAINER COUR	SES			
	Choose either OSHA 500 or OSHA 501				
	OSHA 500 - Trainer Course in Occupational Safety & Health Standards for the Construction Industry	FPM-40280	3.0		
x	OSHA 501 - Trainer Course in Occupational Safety & Health Standards for General Industry	FPM-40281	3.0		
	OTHER REQUIRED COURS	SES			
	Students must complete all of the following	ng courses.			
	OSHA 521 - OSHA Guide to Industrial Hygiene	FPM-40296	3		
	OSHA 2255 - Principles of Ergonomics	FPM-40297	3		
	OSHA 3095 - Electrical Standards (Low Voltage - Federal)	FPM-40300	3		
x	OSHA 7505 - Introduction to Incident (Accident) Investigation	FPM-40637	0.5		
x	Safety Leadership I	FPM-40641	2		
X	Workers' Compensation for Safety Professionals	FPM-40640	0.5		
SPECIALTY COURSES Must complete one track for certificate completion. Students may complete multiple tracks. (Construction, General Industry or Cal/OSHA)					
	<b>CONSTRUCTION</b> (Must complete a mini	mum of 8 units)			
	OSHA 2055 - Cranes in Construction	FPM-40413	3		
	OSHA 2264 - Permit-Required Confined Space Entry	FPM-40289	2.5		
	OSHA 3015 - Excavation, Trenching and Soil Mechanics	FPM-40301	2.5		
	OSHA 3085 - Principles of Scaffolding	FPM-40638	2.5		
	OSHA 3115 - Fall Protection	FPM-40489	3		

	Course Title	Course Number	Units		
	EM385-1-1 40-Hour Safety	FPM-40507	4		
	Safety Leadership II	FPM-40642	2		
	Trainer Course - Fall Protection	FPM-40566	0.5		
	Trainer Course - Rigging Safety	FPM-40349	3		
	Trainer Course - Trenching	FPM-40308	1.5		
GENERAL INDUSTRY (Must complete a minimum of 8 units)					
	OSHA 2015 - Hazardous Materials	FPM-40302	3		
	OSHA 2045 - Machinery and Machine Guarding Standards	FPM-40298	3		
	OSHA 2225 - Respiratory Protection	FPM-40303	3		
	OSHA 2264 - Permit-Required Confined Space Entry	FPM-40289	2.5		
	OSHA 7105 - Introduction to Evacuation and Emergency Planning	FPM-40410	0.5		
	OSHA 7115 - Lockout/Tagout	FPM-40497	0.5		
	OSHA 7200 - Bloodborne Pathogens Exposure Control	FPM-40378	0.5		
	Trainer Course - Confined Space	FPM-40291	1.5		
	Trainer Course - Forklift Safety	FPM-40307	1.5		
	Safety Leadership II	FPM-40642	2		
CAL/OSHA (Must complete a minimum of 8 units)					
	OSHA 5109 - Cal/OSHA Standards for the Construction Industry	FPM-40511	3		
X	OSHA 5119 - Cal/OSHA Standards for General Industry	FPM-40512	3		
	Laws and Regulations	FPM-40060	3		

Safety Leadership II (FPM-40642) 2