

Los Rios Community College District

PURCHASE ORDER NO 0001120582

Purchasing: (916)568-3071
LRCCDpurchase@losrios.edu

COMPLETED

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

Date	Revision	Page
04/19/2022		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1035556 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 REC-2410	TB20104 GAYLORD BLUGRY BARERBRD ARCVL TXTL COSTUMEBOX 10WX20LX4"H	4.00 EA	30.52	122.08	04/09/2022
2- 1 REC-2410	UT1722 GAYLORD UNBUFFERED ACID-FREE TISSUE 17 X 22" PKG 100	1.00 PKG	37.60	37.60	04/09/2022
3- 1 REC-2410	TEL55BB BARRIERBOARD TELESCOPING ARCHIVAL ROLL STORAGEBOX 5X5X40-80"	1.00 EA	40.56	40.56	04/09/2022
4- 1 FEE	SHIPPING & HANDLING	1.00 EA	44.28	44.28	03/30/2022

QUOTE# 181330 VALID TO 05-19-2022 (Updated 04-19-22)

ACCOUNT NO. 990049

PAID

CHECK #: 0094827692

DATE: 5/18/22

AMOUNT\$: 360.46;30.99;46.50;72.18

VOUCHER#: 00625266

Sub Total Amount	244.52
Sales Tax Amount	0.00
Total PO Amount	244.52

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4300	12	ED.VI.LIBR	61200	00000	700P	244.52	2022

0001035556CHAVEZA30-MAR-2022

Verification of this purchase order can be made using the Los Rios Community College District web site listed below.

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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NET 30	Shipping Point	Best Method
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1035556 MADUELLR HANEYB	04EDCA221	

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

Tax Exempt? N **Use Tax Applicable:** Y

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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If you have any questions, please contact the Purchasing Office at email address: LRCCDpurchase@losrios.com.

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

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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 per 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 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: 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

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001035556	03/28/2022	1	
Requisition Name:			
GAYLORD EDC LIBRARY 2022			
Requester			
Regina Maduell			
Requester Signature			
Buyer: Brenda Haney			
Approved:			
Entered By: MADUELLR 28-MAR-2022			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	TB20104 GAYLORD BLUGRY BARERBRD ARCVL TXTL COSTUMEBOX 10WX20LX4"H	4	EA	30.52	122.08	
2-1	UT1722 GAYLORD UNBUFFERED ACID-FREE TISSUE 17 X 22" PKG 100	1	PKG	37.60	37.60	
3-1	TEL55BB BARRIERBOARD TELESCOPING ARCHIVAL ROLL STORAGEBOX 5X5X40-80"	1	EA	40.56	40.56	
4-1	SHIPPING & HANDLING	1	EA	43.25	43.25	
5-1	SALES TAX AT 7.75%	1	EA	15.52	15.52	

259.01 Sub-total
 0.00 Est. tax

Total Requisition Amount: 259.01

QUOTE #181330 DATED 03/09/22 VALID THROUGH 04/08/22

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	4300	12	ED.VI.LIBR	61200	00000	700P	259.01

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: LOTTERY
 Project Grant: 700P
 Program Director: GREGORY MCCORMAC
 Program Goal: ELIGIBLE LIBRARY MATERIAL

Approval Signature

Approval Signature

Approval Signature

Gaylord Archival

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

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

Quote Number: 181330

Account Number: 990049

Effective Date: Mar 09, 2022
Expiration Date: Apr 08, 2022
Revised Date: Mar 09, 2022

Quoted To:
REGINA MADUELL
FOLSOM LAKE COLLEGE
10 COLLEGE PKWAY
FOLSOM CA, United States 95630
Phone: 916-568-3065

Quoted By:
Dana Knapp
Phone: 800-448-6160 x8107
Email: Dana.Knapp@gaylord.com

Part Nbr	Long Description	UOM	Qty	Unit Price	Ext. Price
TB20104	Gaylord BluGry BarerBrd Arcvl Txtl CostumeBox 10Wx20Lx4"H	EA	4	\$30.52	\$122.08
UT1722	Gaylord Unbuffered Acid-Free Tissue 17 x 22" Pkg 100	PKG	1	\$37.60	\$37.60
TEL55BB	BarrierBoard Telescoping Archival Roll StorageBox 5x5x40-80"	EA	1	\$40.56	\$40.56
	All Items in Stock as of 2:40pm on 3-9-22			Sub Total	\$200.24
				Shipping & Handling	\$43.25
	If you are tax exempt, and we have your tax exempt certificate			Sales Tax	\$15.52
	on file, you will not be charged tax.			Total	\$259.01
				FOB Destination	Pre-Paid & Added
Freight rates are estimates at time of quoting and are subject to change					
Shipment: 1 - 5 Weeks ARO Depending on Stock When Order Received					

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

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:

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. Some doorways are not large enough for certain deliveries; please verify the physical clearance of your thresholds before ordering.

Installation & Assembly

Installation or Product Assembly are not included in shipping charges. We will gladly deliver to your installer or mover of choice.

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

Phone: 800-448-6160

Fax: 800-272-3412

WWW.GAYLORD.COM

Page: 1 of 1
Date: 19-MAY-2022

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: CENTRAL RECEIVING**

**Customer PO Number: 0001120582
Order Number: 26859904
Delivery Id: 44018604**

Please refer to this number on all correspondence

Line	ORDER	SHIP	REMAINING	UOM	Item Number	Description/Title	Class	Weight
1	L#1 4	✓ 4	0	EA	TB20104 ()	Gaylord BluGry BarerBrd Arcvl Txtl CostumeBox 10Wx20Lx4"H	50	2.4
2	L#2 1	✓ 1	0	PKG	UT1722 ()	Gaylord Unbuffered Acid-Free Tissue 17 x 22" Pkg 100	70	.6
3	L#3 1	✓ 1	0	EA	TEL55BB ()	BarrierBoard Telescoping Archival Roll StorageBox 5x5x40-80"	70	3.5

PO # 000 1120582

RCVR # 000 1102410

L#1-3 AS PER PS HAVE BEEN REC. 6/1/22mkn

5/26/22
Baha

Customer Service hours are Monday - Friday 8.00 am to 4.30 pm, EST. You can reach Customer Service at 800-448-6160
or email us at customerservice@gaylord.com

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



PO 0001120582 Attn: R. Maduell Thank you for
your order: If you are tax exempt, please email CA
Tax Exempt form to AR@gaylord.com and
reference Order Number.