Los Rios Community College District

PURCHASE ORDER NO 0001119787

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: 0000042243

INSTALLATION CONNECTION INC

PO BOX 1269

FOLSOM CA 95630-1269

Phone: (916) 501-7472

email: carolm@icinc.co

Date	Revision	Page
02/22/2022		1
Payment Tern	ns Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:		Location / Dept
1034446 AND	REWSA HANEYB	04ADMN

Ship To: EL DORADO CENTER

RECEIVING 6699 CAMPUS DR PLACERVILLE CA 95667

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 REC-2990	ROOM A-105 DRAPER FLEXSHADE NEXD MANUAL CLUTCH&CHAIN/FASCIA SHADEBAND - SB9000 COLOR/CREAM WITH SIDE/SILL CHANNELS STATIONARY DOOR PANELS	1.00EA	6,396.67	6,396.67	02/21/2022
	ROOM A-205 DRAPER FLEXSHADE NEXD MANUAL CLUTCH&CHAIN/FASCIA SHADEBAND - SB9000 COLOR/CREAM W/SIDE/SILL CHANNELS				
2- 1 REC-2990	INSTALLATION AND/OR SERVICE ROOMS A-105 AND A-205	1.00EA	1,020.00	1,020.00	02/21/2022
3- 1 _{REC-2990}	ROOMS A-203 & A-204 DRAPER FLEXSHADE NEXD MANUAL CLUTCH & CHAIN / FASCIA SHADEBAND - SB9000 COLOR/CREAM WITH SIDE/SILL CHANNELS	4.00EA	448.90	1,795.60	02/21/2022
4- 1 REC-2990	INSTALLATION AND/OR SERVICE	1.00EA	340.00	340.00	02/21/2022

EDC Rooms A-105 and A-205: Estimate #2022-4056: 01/19/2022

EDC Rooms A-203 and A-204: Estimate #2022-4055; 01/19/2022

El Dorado Center 6699 Campus Drive Placerville, CA 95667

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.

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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 Sales Tax Amount Total PO Amount

9	,552	. 27
	593	.94
10	,146	. 21

<u>BU Acct Fd Org Prog Sub Proj Amount BYear</u> GENFD 5600 11 FL.VA.PROJ 67700 00000 101E 10,146.21 2022

0001034446CHAVEZA11-FEB-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

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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 oflading, 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 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 INDEMNTIY: 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 EMPWYER: 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
- 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. TERNAINATION: 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 to 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 req 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 Cod section 87008-87010. IfLRCCD 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 bolds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
- 22. WARRANTY: CONTRACTOR expressly warrants thii.t 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 debanilent or declared ineligible for award of contracts by any Federal, State or local Agency

Requisition

Supplier: INSTALLATION CONNECTION INC

PO BOX 1269

FOLSOM CA 95630-1269

United States

Phone: (916) 501-7472

email: carolm@icinc.co

Ship To: RECEIVING

6699 CAMPUS DR

PLACERVILLE CA 95667

0000042243

Business Unit: GENFD OPEN
Req ID: Date

0001034446 01/28/2022

Requisition Name:

FY22InstallationConnection EDC

Requester

Adrienne Andrews
Requester Signature

Buyer: Brenda Haney

Approved:

Entered By: ANDREWSA 28-JAN-2022

Line-Schd	Description	Quantit	y UOM	Price	Extended Amt Due Date
1-1	ROOM A-105 DRAPER FLEXSHADE NEXD MANUAL CLUTCH&CHAIN/FASCIA SHADEBAND - SB9000 COLOR/CREAM WITH SIDE/SILL CHANNELS STATIONARY DOOR PANELS	1	EA	6,396.67	6,396.67 02/02/2022
	ROOM A-205 DRAPER FLEXSHADE NEXD MANUAL CLUTCH&CHAIN/FASCIA SHADEBAND - SB9000 COLOR/CREAM W/SIDE/SILL CHANNELS				
3-1	INSTALLATION AND/OR SERVICE ROOMS A-105 AND A-205	1	EA	1,020.00	1,020.00 02/02/2022
4-1	ROOMS A-203 & A-204 DRAPER FLEXSHADE NEXD MANUAL CLUTCH & CHAIN / FASCIA SHADEBAND - SB9000 COLOR/CREAM WITH SIDE/SILL CHANNELS	4	EA	448.90	1,795.60 02/02/2022
5-1	INSTALLATION AND/OR SERVICE	1	EA	340.00	340.00 02/02/2022
					9,552.27 Sub-tota

9,552.27 Sub-total 692.54 Est. tax

Page

Total Requisition Amount: 10,244.81

EDC Rooms A-105 and A-205: Estimate #2022-4056; 01/19/2022.

EDC Rooms A-203 and A-204: Estimate #2022-4055; 01/19/2022.

El Dorado Center 6699 Campus Drive Placerville, CA 95667

SOLE SOURCE MEMO & JUSTIFICATION

CONFLICT OF INTEREST

<u>BU</u> <u>Acct</u> <u>Fd</u> <u>Org</u> <u>Prog</u> <u>Sub</u> <u>Proj</u> <u>Amount</u> GENFD 5600 11 FL.VA.PROJ 67700 00000 101E 9,552.27

Approval Signature	Approval Signature	Approval Signature

INSTALLATION CONNECTION, INC.

Office: 1585 Parkway Dr Folsom, CA

95630

Mailing: PO Box 1269, Folsom, CA

95763-1269

Name / Address	
Los Rios Community College 1919 Spanos Court Sacramento, CA 95825	

Estimate

Date	Estimate #
1/19/2022	2022-4056

Project

Room A-105 & Rm A-205

Description	Qty	Rate	Total
Folsom Lake College - El Dorado Campus 6699 Campus Drive Placerville, CA 95667			
Room A105 and Rm A-205 Room A-105 Draper Flexshade NEXD Manual Clutch & Chain / Fascia Shadeband - SB9000 Color/Cream With Side/Sill Channels		6,396.67	6,396.67
Room A-205 Draper Flexshade NEXD Manual Clutch & Chain / Fascia Shadeband - SB9000 Color/Cream With Side/Sill Channels			
Sales Tax (8.25%)		527.73	527.73
Installation and/or Service		1,020.00	1,020.00
Phone # 916-501-7472		Total	\$7,944.40

INSTALLATION CONNECTION, INC.

Office: 1585 Parkway Dr Folsom, CA

95630

Mailing: PO Box 1269, Folsom, CA

95763-1269

Date	Estimate #
1/19/2022	2022-4055

Estimate

Name / Address
Los Rios Community College 1919 Spanos Court Sacramento, CA 95825

Project

Room A-204 & A-203

Description	Qty	Rate	Total
Folsom Lake College - El Dorado Campus 6699 Campus Drive Placerville, CA 95667			
Room A-203 & A-204			
Draper Flexshade NEXD Manual Clutch & Chain / Fascia Shadeband - SB9000 Color/Cream With Side/Sill Channels	4	448.90	1,795.60
Sales Tax (8.25%)		148.14	148.14
Installation and/or Service		340.00	340.00
Phone # 916-501-7472		Total	\$2,283.74

LOS RIOS COMMUNITY COLLEGE DISTRICT

Sole/Single Source Purchase Justification

Vendor: INSTALLATION CONNECTION, INC. Requisition No: 0001034446
Commodity/Service: Window Treatment Products and Installation/Service
Estimated annual expenditure for the above commodity or service: \$: 10,244.81
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 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. aa 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.
Man 2/3/22
AUTHORIZED SIGNATURE – Dean/Department DATE
AUTHORIZED SIGNATURE – VPA/BSO DATE
SOLE/SINGLE SOURCE AUTHORIZATION: (PURCHASING USE ONLY)
\square APPROVED \square DISAPPROVED
By: Date: Guidelines Div. #:



Sole/Single Source Purchase Justification Memo: Installation Connection, Inc.

Requisition No.: 0001034446

El Dorado Center of Folsom Lake College

6699 Campus Drive Placerville, CA 95667

Requesting sole/single source purchase from Installation Connection, Inc. for El Dorado Center classrooms: A-105, A-203, A-204 and A-205.

Installation Connection, Inc. has provided shades/blinds for facilities at the Folsom Lake College main campus, and standardization of these materials in the classrooms at EDC should be consistent with the materials and service provided to FLC.

Melissa Williams, Dir. III, Administrative Services / Date

LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court, Sacramento, CA 95825 Phone (916) 568-3071 FAX (916) 568-3145 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 Purchase Requisition (GS Form 127) for those transactions listed below.)

- **❖** Sole Source
- **❖** Professional Service Agreements
- Service Agreements (GS Form 78: Rev. 2/2012)
- Selection Committee Recommendations (formal process)

READ CAREFULLY BEFORE SIGNING:

Adrienne Andrews Feb. 03, 2022	
Employee/Date	Selection Committee Member/Date
Requisition ID 0001034446	
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:		

Los Rios Community College District

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

Accounting Ops: (916)568-3065 * FAX (916) 286-3636

Acctg-ops@losrios.edu

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INSTALLATION CONNECTION INC

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Date 02/22/202	Revision	Page		
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2- 1	INSTALLATION AND/OR SERVICE ROOMS A-105 AND A-205	1.00EA	1,020.00	1,020.00	02/21/2022
3- 1	ROOMS A-203 & A-204 DRAPER FLEXSHADE NEXD MANUAL CLUTCH & CHAIN / FASCIA SHADEBAND - SB9000 COLOR/CREAM WITH SIDE/SILL CHANNELS	4.00EA	443.90	1,795.60	02/21/2022
4 1	INSTALLATION AND/OR SERVICE	1.00EA	340.00	340.00	02/21/2022

L#1-4 AS PER PS HAVE BEEN REC. 7/26/22mkn

EDC Rooms A-105 and A-205: Estimate #2022-4056; 01/19/2022

EDC Rooms A-203 and A-204: Estimate #2022-4055; 01/19/2022

El Dorado Center 6699 Campus Drive Placerville, CA 95667 PO# 000 1119787 PCVR# 000 1102990

* No Receipt

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Authorized Signature AUTHORIZED SIGNATURE ON PO TOTAL PAGE

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