# **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

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000036986 HAMPTON INN & SUITES 155 PLACERVILLE ROAD FOLSOM CA 95630

**Phone:** (916) 235-7744 **Fax:** (916) 235-7748

email: SACFO Hampton Suites@hilton.com

# **PURCHASE ORDER NO 0001124071**

Date	Revision	Page
10/20/202	22	1
Payment Te	erms Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:		Location / Dept
1039317 CA	AMPBELLL HANEYB	04ADMN

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

**Quantity UOM** Item/Description **PO Price** Line-Sch **Extended Amt Due Date** HOTELS ROOM RESERVATIONS AT HAMPTON 1- 1 REC-4440 1.00LOT 1,066.00 1.066.00 10/27/2022 INN AND SUITES FEES & TAXES **INCLUDED** FOR FLC ACCJC ACCREDITATION VISITING TEAM MEMBERS FOR OCT 10 -14, 2022

ACCJC TEAM MEMBERS:

APRIL CHING, JUAN AVALOS, KATRINA VANDERWOUDE, JOANNA SCHILLING

QUOTE/ESTIMATES: CONFIRMATION#: 90690107, 90952539, 91733083, 92262651

HOTEL TO PROVIDE FINAL INVOICES IN ARREARS

 Sub Total Amount
 1,066.00

 Sales Tax Amount
 0.00

 Total PO Amount
 1,066.00

 BU
 Acct
 Fd
 Org
 Prog
 Sub
 Proj
 Amount
 BYear

 GENFD
 5200
 11
 FL.CP.ACCR
 66000
 00000
 051C
 1,066.00
 2023

0001039317MCKECHND13-OCT-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.

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

Kim Carrillo

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

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

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**AUTHORIZED SIGNATURE ON PO TOTAL PAGE** 

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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 materials. 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 bome 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 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
- 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
- 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 furtherwarrants 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: HAMPTON INN & SUITES

155 PLACERVILLE ROAD FOLSOM CA 95630

**United States** 

Phone: (916) 235-7744

email:

Ship To: **RECEIVING** 

1-1

10 COLLEGE PARKWAY FOLSOM CA 95630-6798 Fax: (916) 235-7748

0000036986

**Business Unit:** Req ID: Date 0001039317 10/07/2022

**GENFD** 

OPEN

1,066.00

Page

Requisition Name: Hampton Inn & Suites

Requester

Lindsey Campbell Requester Signature

EΑ

Buyer: Brenda Haney

Approved:

CAMPBELL 07-OCT-2022 Entered By:

1,066.00

Line-Schd Description Quantity UOM Price Extended Amt Due Date

> HOTELS ROOMS AT HAMPTON INN AND SUITES FOR ACCJC ACCREDITATION VISITING TEAM MEMBERS 10/10-10/14

> > 1,066.00 Sub-total 82.62 Est. tax

Total Requisition Amount: 1,148.62

Hotel estimate costs attached. Will be invoiced for final amount after the stay. Invoice will be sent to Sera Chadwick.

CONFIRMATION# 90690107

CONFIRMATION# 91733083

CONFIRMATION# 92262651

CONFIRMATION# 90952539

<u>Fd</u> 11 <u>Org</u> Prog <u>Proj</u> <u>Amount</u> GENFD FL.CP.ACCR 66000 00000 051C 1,066.00

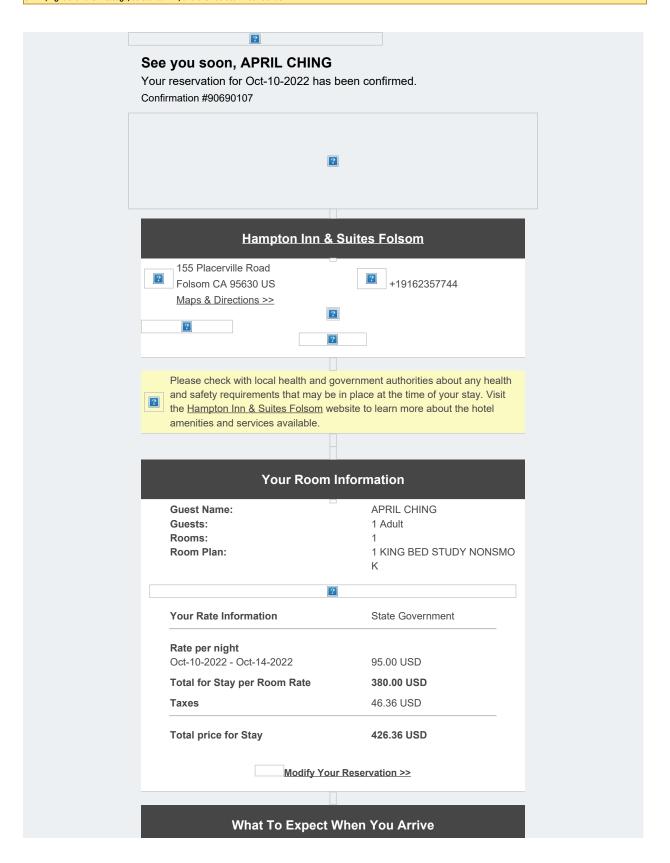
Approval Signature	Approval Signature	Approval Signature

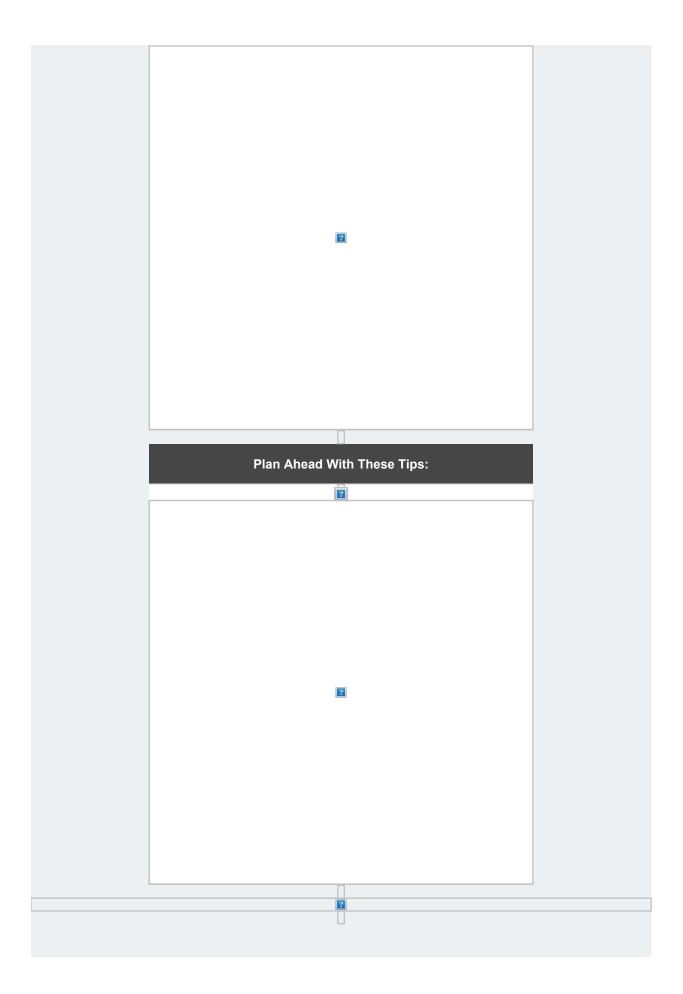
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 Hampton by Hilton Confirmed

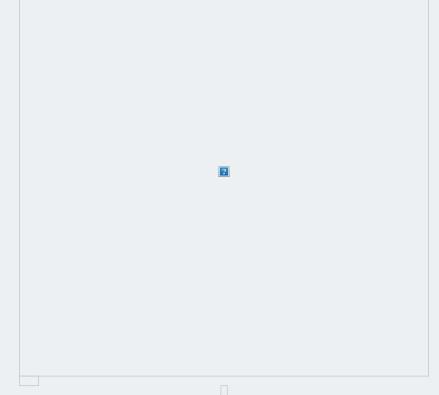
 To:
 Campbell, Lindsey

 Subject:
 Your Oct-10-2022 Confirmation #90690107

 Date:
 Monday, October 3, 2022 5:08:21 PM







# Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Oct-09-2022, to avoid cancellation penalty
  equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

# Comments & Requests | Additional Information

DIRECT BILL TO FOLSOM LAKE COLLEGE - PER LINDSEY CAMPBELL:

We are a smoke-free hotel

# Tax

8.00% Per Room Per Night 4.00% Per Room Per Night 0.20% Per Room Per Night



Malanan Banua Tanna & Candidiana

#### Welcome Bonus Terms & Conditions

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

\*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at proporties with a resort change.

or at properties with a resort charge.
\*\* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

availability.
† Visit Hilton.com/guarantee to learn more about our Best Price Guarantee.

This offer is only valid for customers enrolling in Hilton Honors on or after Jan 1st, 2020.

Offer is valid for any eligible stays booked directly with Hillton through Hillton-approved booking channels and completed within six months ("Promotion Period"), beginning the day, the participant enrolls in Hillton Honors, at any hotel or resort in the Hillton Portfolio All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors(TM) participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors(TM) Bonus Points. The first stay within the Promotional Period will earn 3,000 Bonus Points. The second stay within the Promotional Period will earn 3,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 2,000 Hilton Honors(TM) Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5-7-business days.

This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A 'stay' is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other coordinates of the committee of the consecutive nights spent at the same hotel, whether or not aguest other checks out and checks back in again. Offer is not valid for groups and cannot be combined with other cavallable upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit Hilton-horors.com

Hilton Honors(TM) membership, including the earning and redemption of Points, is subject to Hilton Honors Terms and Conditions.

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Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date.

This message and any attachments may contain confidential information. If it has been sent to you in error or if you have questions regarding your reservation, please contact Hilton Reservations and Customer Care by phone or chat with us. You can also visit our support center for additional questions.

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Hilton Reservations and Customer Care | 7930 Jones Branch Drive | McLean, Virginia 22102, USA

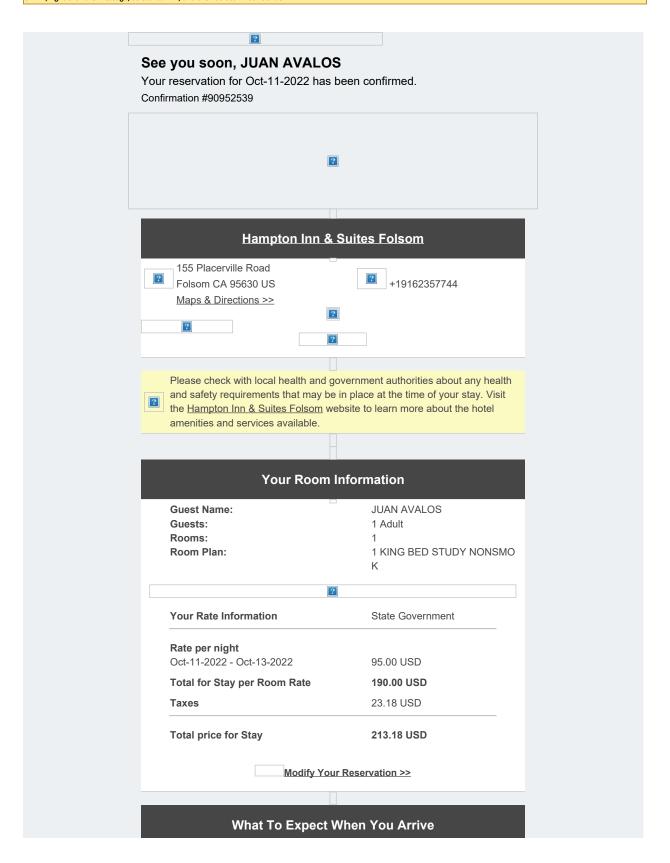
R03\_B02\_NMK\_OTR\_V33\_MULTIBR\_H03\_EN

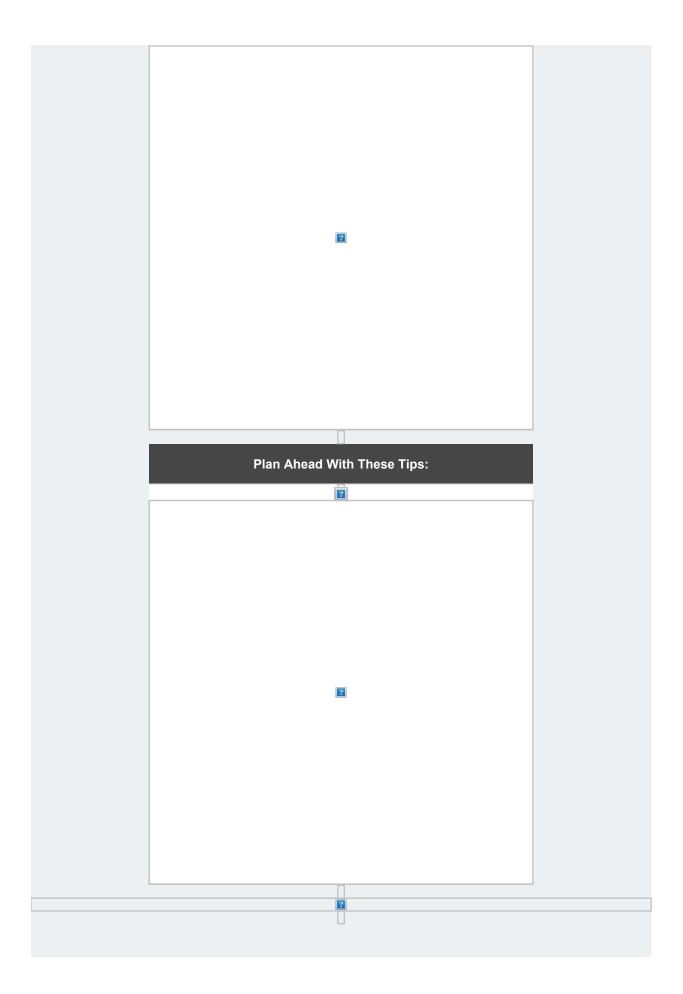
 From:
 Hampton by Hilton Confirmed

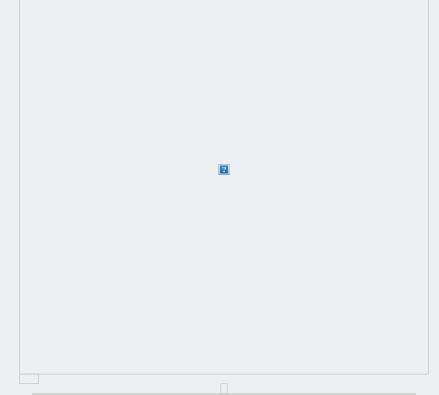
 To:
 Campbell, Lindsey

 Subject:
 Your Oct-11-2022 Confirmation #90952539

 Date:
 Monday, October 3, 2022 5:10:14 PM







# Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Oct-10-2022, to avoid cancellation penalty equal to the first night's room and tax.
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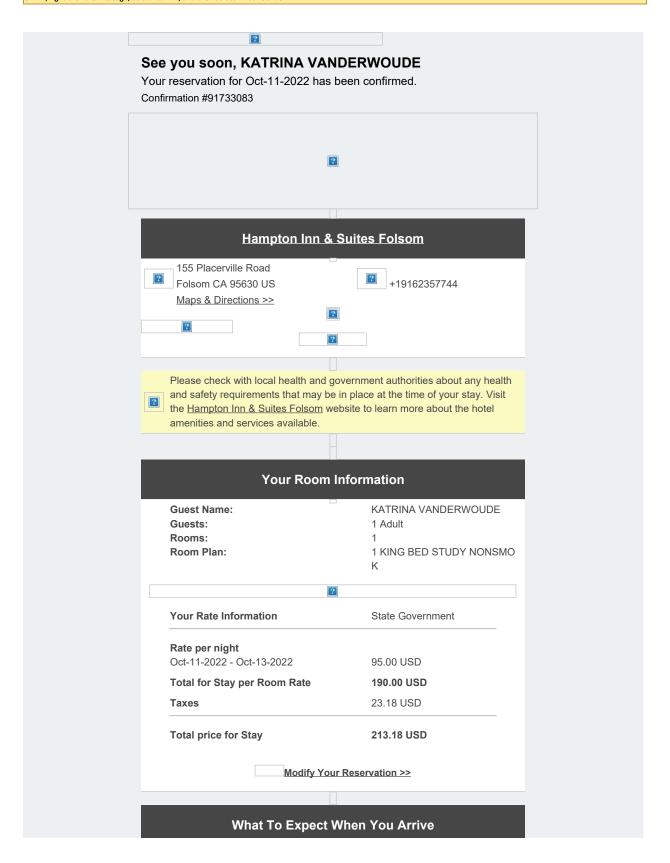
R03\_B02\_NMK\_OTR\_V33\_MULTIBR\_H03\_EN

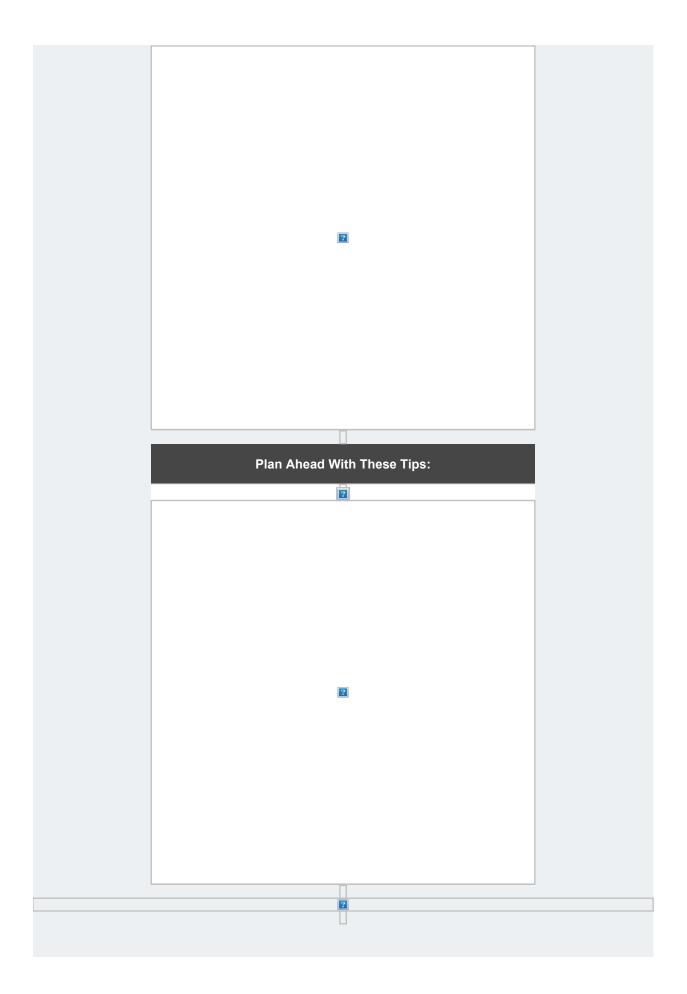
 From:
 Hampton by Hilton Confirmed

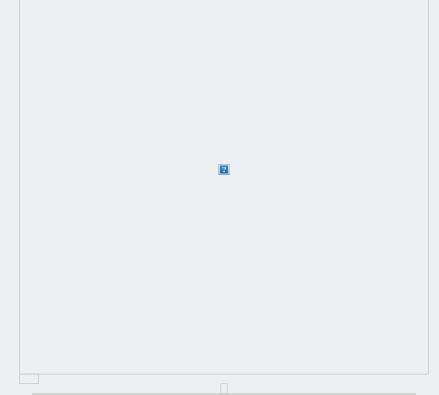
 To:
 Campbell, Lindsey

 Subject:
 Your Oct-11-2022 Confirmation #91733083

 Date:
 Monday, October 3, 2022 5:09:12 PM







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Malanan Banua Tanna & Candidiana

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This offer is only valid for customers enrolling in Hilton Honors on or after Jan 1st, 2020.

Offer is valid for any eligible stays booked directly with Hillton through Hillton-approved booking channels and completed within six months ("Promotion Period"), beginning the day, the participant enrolls in Hillton Honors, at any hotel or resort in the Hillton Portfolio All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors(TM) participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors(TM) Bonus Points. The first stay within the Promotional Period will earn 3,000 Bonus Points. The second stay within the Promotional Period will earn 3,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 2,000 Hilton Honors(TM) Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5-7-business days.

This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A 'stay' is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other coordinates of the committee of the consecutive nights spent at the same hotel, whether or not aguest other checks out and checks back in again. Offer is not valid for groups and cannot be combined with other cavallable upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit Hilton-horors.com

Hilton Honors(TM) membership, including the earning and redemption of Points, is subject to Hilton Honors Terms and Conditions.

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. Click here if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date.

This message and any attachments may contain confidential information. If it has been sent to you in error or if you have questions regarding your reservation, please contact Hilton Reservations and Customer Care by phone or chat with us. You can also visit our support center for additional questions.

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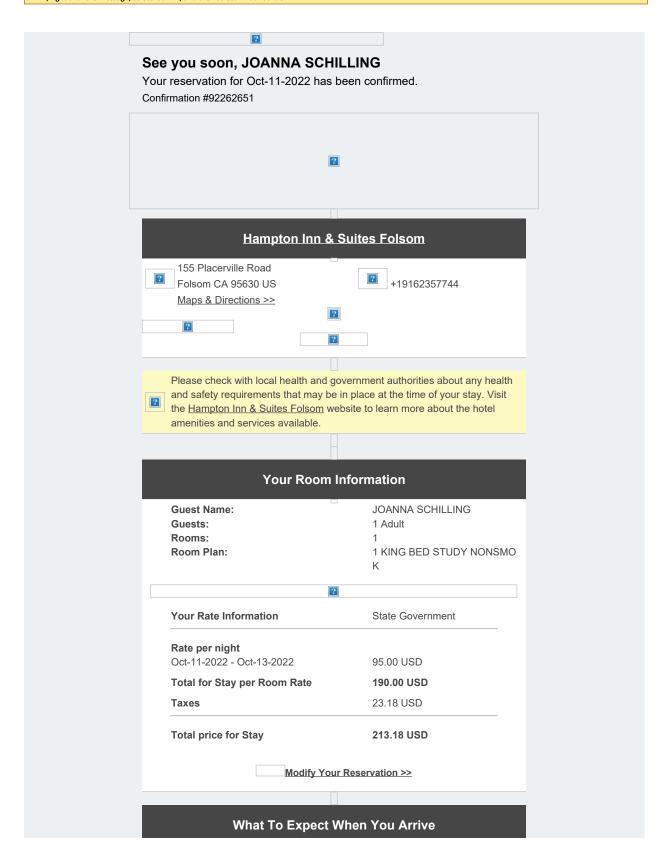
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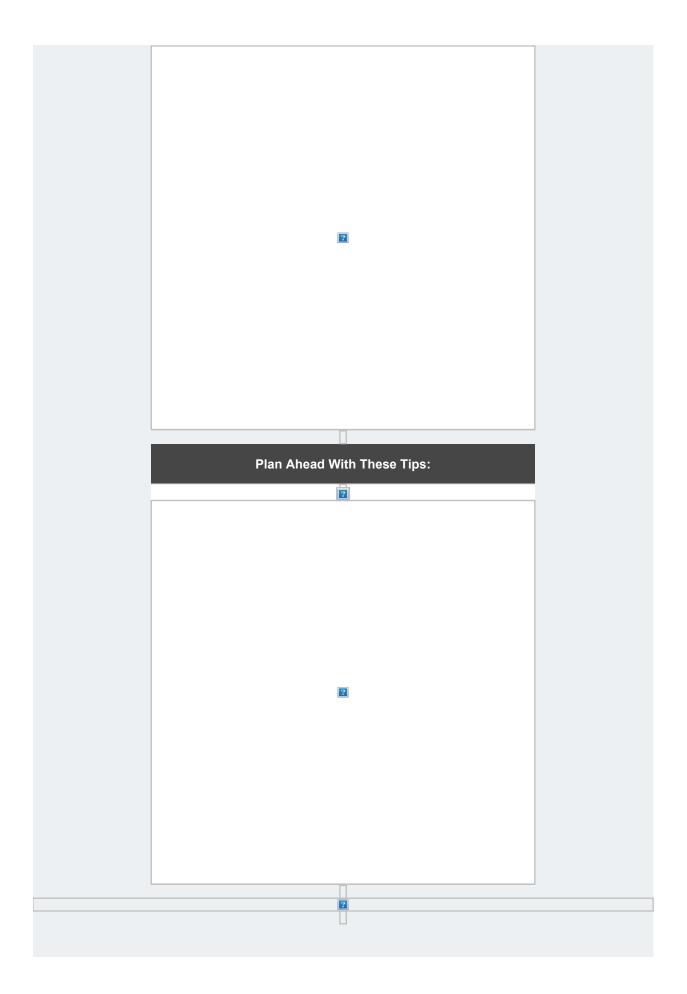
 From:
 Hampton by Hilton Confirmed

 To:
 Campbell, Lindsey

 Subject:
 Your Oct-11-2022 Confirmation #92262651

 Date:
 Monday, October 3, 2022 5:09:40 PM





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