

# Los Rios Community College District

**PURCHASE ORDER NO 0001124662**

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**

<b>Date</b> 11/17/2022	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> NET 30	<b>Freight Terms</b> Shipping Point	<b>Ship Via</b> Best Method
<b>Reference:</b> 1039077 WILLIAMSM HANEYB	<b>Location / Dept</b> FLC	

**Supplier:** 0000002553  
HOLT OF CALIFORNIA  
P O BOX 100001  
SACRAMENTO CA 95813

**Phone:** (877) 379-6620

**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

email:

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	ANNUAL MAINTENANCE FOR CLARK C20CL - (SERIAL# C232L-0195-9575KF)	1.00 EA	125.00	125.00	06/30/2023
2- 1	ANNUAL MAINTENANCE FOR YALE GLP040 - (SERIAL# N485454)	1.00 EA	125.00	125.00	06/30/2023
3- 1	ANNUAL MAINTENANCE FOR JLG SCR482117B1 - (SERIAL# 07387004)	1.00 EA	187.50	187.50	06/30/2023
4- 1	ANNUAL MAINTENANCE FOR GENIE AWP-365 - (SERIAL# AWPP-96404)	1.00 EA	187.50	187.50	06/30/2023
5- 1	ANNUAL MAINTENANCE FOR GENIE AWP-365 - (SERIAL# AWP11-069090)	1.00 EA	187.50	187.50	06/30/2023

SCHEDULED SERVICE PLAN FOR: ANNUAL INSPECTION AND REPAIRS OF AERIAL LIFTS AND FORKLIFTS

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.

<b>Sub Total Amount</b>	812.50
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	812.50

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	FL.VA.CUST	65100	00000	041A	812.50	2023

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.

# Los Rios Community College District

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**email:**

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11/17/2022		2
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
NET 30	Shipping Point	Best Method
<b>Reference:</b>	<b>Location / Dept</b>	
1039077 WILLIAMSM HANEYB	FLC	

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Sacramento CA 95825-3981  
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**Tax Exempt?** N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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0001039077MCKECHND16-NOV-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>

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**

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 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](http://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.



LOS RIOS COMMUNITY COLLEGE DISTRICT  
**CONTRACT APPROVAL SHEET AND ROUTING FORM** (email to [contracts@losrios.edu](mailto:contracts@losrios.edu))

ARC CRC SCC FLC DO IT FM OTHER\_\_\_\_\_

**Agreement/Contract with:** \_\_\_\_\_

**Briefly explain the work to be performed under the Agreement:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**The attachments include:**

Scope of Work  Certificate of Insurance with the District named as an additional insured

Vendor's email address: \_\_\_\_\_

**Funding source:** \_\_\_\_\_ **Amount \$:** \_\_\_\_\_ **Req No.:** \_\_\_\_\_

**Budget Code:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Bus. Unit    Account    Fund                    Org                    Program                    Sub-Class                    Proj/Grant

**Insurance Documents Valid for:**

\$1 million single limit Commercial General Liability/\$3 million aggregate

\$1 million Professional Liability/\$2 million aggregate

\$1 million single limit Auto Liability

\$1 million Worker's Compensation **or** Worker's Compensation Insurance waiver for sole proprietors

**I have read and agree with the terms of this agreement:**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Area Manager/Supervisor (Print name)

*I approve as to Substance*

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Applicable College VPA, DO/FM-AVC, (Print name)  
DO-AVP (WED & Online engagement)  
or Deputy Chancellor

**Contract Review**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Contract Administrator (Print name)

**General Counsel (for non-standard agreements or when changes to standard language are requested)**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
General Counsel

**Los Rios Community College District**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Director AS/GS  VC of Finance and Administration  AVC Finance  Deputy Chancellor



## Sole Source Justification Memorandum

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DATE: November 13, 2022

TO: FLC Business Services

FROM: Missy Williams, Director of Administrative Services

SUBJECT: Sole Source Justification Memorandum to use Holt Services for equipment inspections and repairs

BSO,

This memo is to request the use of Holt for inspection and repairs to our aerial lifts and forklifts. We have historically used Pape however they have been difficult to work with. We have found them to be unprofessional, invoices from them to be incorrect, and challenging to work with especially when trying to get a quote for expenses. Holt has worked on equipment in our district in the past and they have proven to be cost effective and have done a good job. It is imperative that we have a company do our annual inspections and I am requesting that we be able to use Holt.

Thank you and please let me know if you have additional questions.

Missy Williams

LOS RIOS COMMUNITY COLLEGE DISTRICT  
Service Agreement Certification Form

Requisition No 0001039077

Description of Services \_\_\_\_\_

Annual Lift Maintenance & Service Agreement

As of January 1, 2003, Education Code Section 88003.1 restricts the District's ability to contract for services. Before a requisition can be processed, the following certificate must be completed indicating that the required service meets the Ed Code criteria.

**Section I**

The requisition will not go forward for processing unless you answer yes to at least one of the questions below:

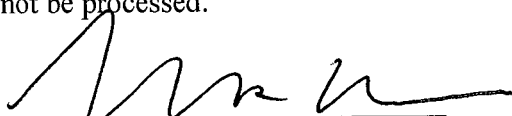
- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Is this a continuing Service Agreement that was in place before January 1, 2003?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. The Legislature has specifically mandated or authorized the service to be contracted out.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. The necessary services are either unavailable within the District workforce, cannot be satisfactorily performed by employees, or are very highly specialized. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4. The services are incidental to a contract for the purchase of real or personal property, for example a service contract for office equipment.                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5. Contracting out is necessary to avoid a conflict of interest or other legal problem, or where an outside perspective is needed.                               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. The service is needed to respond to an emergency. The contract shall be no longer than sixty days.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. The contractor will provide equipment, materials, facilities or support services that could not feasibly be provided by District staff.                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. The services are so urgent, temporary or occasional that the delay in the District's hiring process would frustrate the purpose.                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**Section II**

If the services do not fall within one of the above exceptions, the requisition will not go forward unless you answer yes to all of the following questions:

- |  | Yes                                 | No                       |
|--|-------------------------------------|--------------------------|
| 1. There clearly will be actual overall cost savings.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| a. The District must consider the salaries and benefits of additional staff and the cost of additional space, equipment and materials. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. The District shall not include the District's indirect overhead costs, unless those costs would be exclusively caused by the work.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. The District shall include the District's costs of supervising, inspecting or monitoring the contractor.                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. The services are not being contracted out solely to save money.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The contract does not cause the displacement of District employees.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. The savings must be large enough that market fluctuations will not tip the balance.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. The amount of savings must clearly justify the size and duration of the contract.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. The contract must be publicly bid.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. The contract includes specific qualifications of the staff that will perform the work and includes nondiscrimination provisions.    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. There is minimal risk of contractor rate increases.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. The contract is with a firm.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. The potential economic advantage of contracting out is not outweighed by the public interest in having the work done in-house.     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

If the services do not qualify under Section I or II, then the services must be completed by District staff and the requisition cannot be processed.

Certified by:   
(Dean or other Authorized Signature)

Date: 9/26/22





**BY THIS AGREEMENT:**

The owner, whose signature is affixed below, authorizes HOLT of California (hereinafter referred to as HOLT), and HOLT agrees to perform, the following schedule of operations:

- |                                   |   |   |
|-----------------------------------|---|---|
| 1. Operational Check              | 11. Check For Control Valve Leaks         | 21. Check & Clean Engine Vent Pipe        |
| 2. Change Engine Oil              | 12. Clean Hydraulic & Clutch Filler Cap   | 22. Check Spark Plugs & Wires             |
| 3. Change Engine Oil Filter       | 13. Change Hydraulic Filter (As Required) | 23. Check Points, Cap, Rotor, Condensor   |
| 4. Check & Clean Air Filter       | 14. Check Drive Axle Level                | 24. Blow Out Radiator (With Air)          |
| 5. Clean Gas Strainer/Filter      | 15. Check Steering Gear Box Level         | 25. Lubricate Truck                       |
| 6. Clean Battery/Check Level      | 16. Check Steering System For Wear        | 26. Check Mast & Carriage For Excess Wear |
| 7. Check Transmission Level       | 17. Check Carburetor Adjustment           | 27. Check Mast Chains                     |
| 8. Check Hydraulic Oil Level      | 18. Check Clutch Adjustment               | 28. Lubricate Mast (As Required)          |
| 9. Check For Tilt Cylinder Leaks  | 19. Check Brake Master Cylinder Level     | 29. Check Tire Condition                  |
| 10. Check For Lift Cylinder Leaks | 20. Check & Adjust Fan & Alternator Belts | 30. Final Operational Check               |

**TERMS AND CONDITIONS**

- Charges for these services shall be at the rates indicated below. This charge is to include the grease required, but not additional lubricants, parts or materials, all of which will be billed at prevailing prices.
- Any additional service or repairs will be performed only upon authorization by owner or owner's representative. Any such additionally authorized labor, parts or materials will be billed at prevailing prices.
- HOLT agrees to furnish reports covering any suggested repairs and improvements.
- Owner agrees to make machines promptly available for servicing upon arrival of HOLT's mechanic at the customer's location, or an additional labor charge at the prevailing rate will be charged for waiting time.
- Owner agrees to provide a suitable place for HOLT's mechanics to work on machines, unrestricted by space limitations or other interference.
- The equipment to be serviced under this agreement and the scheduled calls are as follows:

CALL SCHEDULE (Monthly, Bi-Monthly, Weekly)						
MAKE	MODEL	CAPACITY	SERIAL NUMBER	Frequency	LOCATION	RATE
CLARK	C20CL		C232L-0195-9575KF	6 mos	FOLSOM	\$125*
YALE	GLP040		N485454	6 mos	<del>FOLSOM</del>	\$125*
* THIS LIFT IS LOCATED AT 6099 CAMPUS DR, PLACERVILLE CA						
* PLUS PARTS						

- This agreement becomes effective at the date of acceptance, and may be terminated by either party upon 24 hours written or verbal notice. This agreement is in effect for one (1) year.
- Delays in furnishing service shall be excused if caused by: acts of God, fires, weather conditions, labor controversies, delays in procurement of parts or supplies, or other causes beyond the control of HOLT, and in no event will consequential damages be allowed.
- THIS IS NOT A MAINTENANCE CONTRACT. Owner or owner's representative agrees to perform the routine daily and weekly inspections and maintenance on the machine(s) in accordance with the manufacturers' operation and maintenance manuals.
- Owner agrees to notify HOLT immediately upon detection of any mechanical problems or failures that might in any way affect the safe performance of the machine(s).
- Owner agrees to hold HOLT harmless from all claims, damages, injuries and liabilities arising from the owner's failure to properly inspect and maintain the machine(s) and/or to notify HOLT of owner's detection of any mechanical problems or failures referred to in condition (10) hereof.

**NOTE: Please provide filter numbers for all non-CAT equipment.**

**AGREED:**

By R. Murphy 916-202-4264  
Signed - HOLT Representative

\_\_\_\_\_  
PRODUCT SUPPORT REPRESENTATIVE  
Title

Date: 8-1-2022

**ACCEPTED:**

FOLSOM LAKE COLLEGE  
Customer/Owner Name  
10 COLLEGE PKWY  
Address  
FOLSOM, CA 95630  
City, State, Zip

By: \_\_\_\_\_  
Authorized Signature / Date

Customer Contact: \_\_\_\_\_  
Phone Number \_\_\_\_\_





## SCHEDULED SERVICE PLAN INTERNAL COMBUSTION

BY THIS AGREEMENT:

The owner, whose signature is affixed below, authorizes HOLT of California (hereinafter referred to as HOLT), and HOLT agrees to perform, the following schedule of operations:

- |                                   |   |   |
|-----------------------------------|---|---|
| 1. Operational Check              | 11. Check For Control Valve Leaks         | 21. Check & Clean Engine Vent Pipe        |
| 2. Change Engine Oil              | 12. Clean Hydraulic & Clutch Filler Cap   | 22. Check Spark Plugs & Wires             |
| 3. Change Engine Oil Filter       | 13. Change Hydraulic Filter (As Required) | 23. Check Points, Cap, Rotor, Condensor   |
| 4. Check & Clean Air Filter       | 14. Check Drive Axle Level                | 24. Blow Out Radiator (With Air)          |
| 5. Clean Gas Strainer/Filter      | 15. Check Steering Gear Box Level         | 25. Lubricate Truck                       |
| 6. Clean Battery/Check Level      | 16. Check Steering System For Wear        | 26. Check Mast & Carriage For Excess Wear |
| 7. Check Transmission Level       | 17. Check Carburetor Adjustment           | 27. Check Mast Chains                     |
| 8. Check Hydraulic Oil Level      | 18. Check Clutch Adjustment               | 28. Lubricate Mast (As Required)          |
| 9. Check For Tilt Cylinder Leaks  | 19. Check Brake Master Cylinder Level     | 29. Check Tire Condition                  |
| 10. Check For Lift Cylinder Leaks | 20. Check & Adjust Fan & Alternator Belts | 30. Final Operational Check               |

### TERMS AND CONDITIONS

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- HOLT agrees to furnish reports covering any suggested repairs and improvements.
- Owner agrees to make machines promptly available for servicing upon arrival of HOLT's mechanic at the customer's location, or an additional labor charge at the prevailing rate will be charged for waiting time.
- Owner agrees to provide a suitable place for HOLT's mechanics to work on machines, unrestricted by space limitations or other interference.
- The equipment to be serviced under this agreement and the scheduled calls are as follows:

MAKE	MODEL	CAPACITY	SERIAL NUMBER	CALL SCHEDULE		LOCATION	RATE
				(Monthly, Bi-Monthly, Weekly)			
JLG	SCR482117B1		07387004	6 mos		FOLSOM	\$187.50*
GENIE	AWP-36S		AWPP-96404	6 mos		FOLSOM	\$187.50*
GENIE	AWP-36S		AWP11-069090	6 mos		FOLSOM	\$187.50*
							* PLUS PARTS

- This agreement becomes effective at the date of acceptance, and may be terminated by either party upon 24 hours written or verbal notice. This agreement is in effect for one (1) year.
- Delays in furnishing service shall be excused if caused by: acts of God, fires, weather conditions, labor controversies, delays in procurement of parts or supplies, or other causes beyond the control of HOLT, and in no event will consequential damages be allowed.
- THIS IS NOT A MAINTENANCE CONTRACT. Owner or owner's representative agrees to perform the routine daily and weekly inspections and maintenance on the machine(s) in accordance with the manufacturers' operation and maintenance manuals.
- Owner agrees to notify HOLT immediately upon detection of any mechanical problems or failures that might in any way affect the safe performance of the machine(s).
- Owner agrees to hold HOLT harmless from all claims, damages, injuries and liabilities arising from the owner's failure to properly inspect and maintain the machine(s) and/or to notify HOLT of owner's detection of any mechanical problems or failures referred to in condition (10) hereof.

**NOTE: Please provide filter numbers for all non-CAT equipment.**

AGREED:

By R. M. [Signature] 916-202-4264  
Signed - HOLT Representative

PRODUCT SUPPORT REPRESENTATIVE  
Title

Date: 8-1-2022

ACCEPTED:

FOLSOM LAKE COLLEGE  
Customer/Owner Name  
10 COLLEGE PKWY  
Address  
FOLSOM CA 95630  
City, State, Zip

By: \_\_\_\_\_  
Authorized Signature / Date

Customer Contact: \_\_\_\_\_  
Phone Number \_\_\_\_\_



