

# Los Rios Community College District

**PURCHASE ORDER NO 0001123269**

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> 09/09/2022	<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> 1037976 LEWISR HANEYB	<b>Location / Dept</b> 04EDCC203 IT	

**Supplier:** 0000018967  
TOSHIBA BUSINESS SOLUTIONS  
1016 N MARKET BLVD STE 40  
SACRAMENTO CA 95834

**Phone:** (916) 928-2713  
**Fax:** (916) 928-2704

**email:** brenda.clausen@tbs.toshiba.com

**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

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	LEASE AGREEMENT FOR TOSHIBA COPIER E-STUDIO 2515AC, LOCATED IN EDC LAB (SN: SCNCJ39617), TERMS: 36 MOS @ \$94	1.00 EA	1,181.04	1,181.04	06/30/2023

MAINTENANCE AGREEMENT - INCLUDED IN LEASE PMTS.  
07/01/2019 - 6/30/2020 12/MOS @ \$98.42/MO = \$1181.04.  
Maintenance was on hold 7/1/2020 - 7/31/2021 because of remote operations.  
08/01/2021 - 6/30/2022 11/MONTHS @ \$98.42/MONTH = \$1082.62  
07/01/2022 - 6/30/2023 12/MONTHS @ \$98.42/MONTH = \$1,181.04  
07/01/2023 - 7/31/2024 1/MONTH @ \$98.42/MONTH = \$98.42  
TOTAL : RENTAL PAYMENTS 36 MONTHS = \$3543.12.  
Convert to Maintenance after Lease.  
INCLUDES ALL PARTS, LABOR, SERVICES AND SUPPLIES (INCLUDING GOPRINT CABLES); TRAINING; 15,000 COPIES PER MONTH,  
OVERAGES @ \$0.12 PER MONOCHROME \$0.39 PER COLOR COPY OVER 2,500 PER MONTH.  
REFERENCE SACRAMENTO COUNTY RFP #7294  
CONTRACT #WA00025092  
36-MONTH TERM RENTAL  
PLEASE EMAIL PO TO VENDOR AT: brenda.clausen@tbs.toshiba.com

PYMAPO 0001107261

<b>Sub Total Amount</b>	1,181.04
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	1,181.04

BU	Acct	Fd	Org	Proj	Sub	Proj	Amount	BYear
GENFD	5601	11	FL.VA.PAYP	61900	00000	101E	1,181.04	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

PURCHASE ORDER NO 0001123269

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:** 0000018967  
TOSHIBA BUSINESS SOLUTIONS  
1016 N MARKET BLVD STE 40  
SACRAMENTO CA 95834

**Phone:** (916) 928-2713  
**Fax:** (916) 928-2704

**email:** brenda.clausen@tbs.toshiba.com

<b>Date</b>	<b>Revision</b>	<b>Page</b>
09/09/2022		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>	
1037976 LEWISR HANEYB	04EDCC203 IT	

**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

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
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0001037976MCKECHND31-AUG-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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MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

# 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.

# Requisition

**Supplier:** TOSHIBA BUSINESS SOLUTIONS      0000018967  
 1016 N MARKET BLVD STE 40  
 SACRAMENTO CA 95834  
 United States

**Phone:** (916) 928-2713      **Fax:** (916) 928-2704  
**email:** brenda.clausen@tbs.toshiba.com

**Ship To:** RECEIVING  
 10 COLLEGE PARKWAY  
 FOLSOM CA 95630

<b>Business Unit:</b> <b>GENFD</b> <b>OPEN</b>	
Req ID:      Date      Page	
0001037976      07/29/2022      1	
Requisition Name: Toshiba-EDC Lab e2515ac	
Requester      Bldg#	
Ronald Lewis      IT	
Requester Signature	
Buyer:      Brenda Haney	
Approved:	
Entered By:      LEWISJ      29-JUL-2022	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	LEASE AGREEMENT FOR TOSHIBA COPIER E-STUDIO 2515AC, LOCATED IN EDC LAB (SN: SCNCJ39617), TERMS: 36 MOS @ \$94	1	EA	1,181.04	1,181.04	

1,181.04 Sub-total  
0.00 Est. tax

Total Requisition Amount:      1,181.04

MAINTENANCE AGREEMENT - INCLUDED IN LEASE PMTS.  
 07/01/2019 - 6/30/2020 12/MOS @ \$98.42/MO = \$1181.04.  
 Maintenance was on hold 7/1/2020 - 7/31/2021 because of remote operations.  
 08/01/2021 - 6/30/2022 11/MONTHS @ \$98.42/MONTH = \$1082.62  
 07/01/2022 - 6/30/2023 12/MONTHS @ \$98.42/MONTH = \$1,181.04  
 07/01/2023 - 7/31/2024 1/MONTH @ \$98.42/MONTH = \$98.42  
 TOTAL : RENTAL PAYMENTS 36 MONTHS = \$3543.12.  
 Convert to Maintenance after Lease.  
 INCLUDES ALL PARTS, LABOR, SERVICES AND SUPPLIES (INCLUDING GOPRINT CABLES); TRAINING; 15,000 COPIES PER MONTH,  
 OVERAGES @ \$0.12 PER MONOCHROME \$0.39 PER COLOR COPY OVER 2,500 PER MONTH.  
 REFERENCE SACRAMENTO COUNTY RFP #7294  
 CONTRACT #WA00025092  
 36-MONTH TERM RENTAL  
 PLEASE EMAIL PO TO VENDOR AT: brenda.clausen@tbs.toshiba.com

PYMAPO 0001107261

<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	5601	11	FL.VA.PAYP	61900	00000	101E	1,181.04

<b>Approval Signature</b>	<b>Approval Signature</b>	<b>Approval Signature</b>
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<b>Equipment</b>	<b>S/N</b>	<b>ID#</b>	<b>Location</b>	<b>Status</b>	<b>FY22 PO</b>
e-Studio 357	CEGD26528	31621	FLC Writing Ctr	FLC Owns	PO 0001118638 LN3
e-Studio 357	CEGD23582	31619	EDC C204	FLC Owns	PO 0001118638 LN1
e-Studio 3040C	CND328193	30259	SS Workroom	FLC Owns	n/a
e-Studio 206L	C2DC31474	30261	FLC Admissions	FLC Owns	n/a
e-Studio 2555C	C71C24549	30656	CS-212	FLC Owns	PO 0001116388
e-Studio 506	SC2CD31076	31487	FLC Business Services	FLC Owns	PO 0001116261
e-Studio 206L	C2HC52442	30143	EDC Admissions	FLC Owns	n/a
e-Studio 357	CEGD23577	31620	FLC WSSC	FLC Owns	PO 0001118638 LN2
e-Studio 8508	SCIFG20426	36044	EDC-ADMIN		PO 0001117180
e-Studio 2515AC	SCNCJ39617	36656	EDC-LIB (GO PRINT)		PO 0001118865
e-Studio 5506ACT	SCHLF14153		EDC FACULTY WRKRM		n/a
e-Studio 2515AC	SCNCJ39631	36659	RCC COMPUTER LAB (GO PRINT)		PO 0001118770
e-Studio 2018	SCZEJ54755	36655	FLC Library		PO 0001118633
e-Studio 3015AC	SCNGJ63302	36658	FLC WSSC (PLE)		PO 0001118637

ID#	MODEL	SER#		MAINT ONLY MONTH	BLACK OVERAGE	BLACK MIN	ACTUAL BLACK/MO	ACTUAL COLOR/MO	COLOR CPC	LEASE END DATE	DEPT	ADDRESS	CONTACT	METER READ METHOD
31621	ESTUDIO357	SCEGD26528	MONTH BASE/EXCESS	\$22.00	0.012	7,500	478			OWN	READING & WRITING CTR FOLSOM	10 COLLEGE PARKWAY FOLSOM LAKE COLLEGE	JEFF LEWIS	<a href="mailto:alkims1@flc.losrios.edu">alkims1@flc.losrios.edu</a>
31620	ESTUDIO357	SCEGD23577	MONTH BASE/EXCESS	\$22.00	0.012	7,500	2,805			OWN	IT FOLSOM	10 COLLEGE PARKWAY FOLSOM LAKE COLLEGE	JEFF LEWIS	E-CLOUD
31619	ESTUDIO357	SCEGD23582	MONTH BASE/EXCESS	\$22.00	0.012	7,500				OWN	EL DORADO CTR BLDG C	6699 CAMPUS DRIVE EL DORADO CENTER	JEFF LEWIS	<a href="mailto:takemod@flc.losrios.edu">takemod@flc.losrios.edu</a>
30259	ESTUDIO3040C	CND328193	QTRLY BASE/EXCESS	\$24.00	0.008	3,000	2,308	1,118	\$ 0.039	OWN	FLC STUDENT SVCS WRKRM FL1-51	10 COLLEGE PARKWAY FOLSOM LAKE COLLEGE	KATHY BARNES-LIGUORI	<a href="mailto:flc.printing@flc.losrios.edu">flc.printing@flc.losrios.edu</a>
30261	ESTUDIO206L	C2DC31474	QTRLY BASE/EXCESS	\$24.00	0.008	3,000	1,754			OWN	ADMISSION & RECORDS RM FL1-176	10 COLLEGE PARKWAY FOLSOM LAKE COLLEGE	KATHY BARNES-LIGUORI	E-CLOUD
30656	ESTUDIO2555C	SC7IC24549	QTRLY BASE/EXCESS	\$30.00	0.012	3,000	766	75	\$ 0.039	OWN	FOLSOM LAKE COLLEGE CS-212	LOCATION: CS-212 FOLSOM LAKE COLLEGE	KATHY BARNES-LIGUORI	<a href="mailto:flc.printing@flc.losrios.edu">flc.printing@flc.losrios.edu</a>
31487	ESTUDIO506	SC2CD31076	QTRLY BASE/EXCESS	\$75.00	0.012	22,500	5,691			OWN	FLC BUSINESS SERVICES	10 COLLEGE PARKWAY FOLSOM LAKE COLLEGE	KATHY BARNES-LIGUORI	<a href="mailto:calises@flc.losrios.edu">calises@flc.losrios.edu</a>
36655	e-studio 2018a	SCZEJ54755	MONTH BASE/QTR EXCESS	\$74.22	0.012	10,000	2,058			9/18/2022	FOLSOM COLLEGE LIBRARY	10 COLLEGE PARKWAY FOLSOM LAKE COLLEGE	JEFF LEWIS	<a href="mailto:williaa@flc.losrios.edu">williaa@flc.losrios.edu</a>
36658	e-studio 3015ac	SCNGJ63302	MONTH BASE/QTR EXCESS	\$116.12	0.012	5,000	4,782	279	\$ 0.039	9/18/2022	FOLSOM COLLEGE LIBRARY	10 COLLEGE PARKWAY FOLSOM LAKE COLLEGE	JEFF LEWIS	<a href="mailto:williaa@flc.losrios.edu">williaa@flc.losrios.edu</a>
36659	e-studio 2515ac	SCNCJ39631	MONTH BASE/QTR EXCESS	98.42	0.012	2,500	2,358		\$ 0.039	10/16/2022	RCCC COMPUTER LAB IA	10259 FOLSOM BLVD ROOM #RCC1-203 FOLSOM L	JEFF LEWIS	<a href="mailto:zschokj@flc.losrios.edu">zschokj@flc.losrios.edu</a>
36656	e-studio 2515ac	SCNCJ39617	MONTH BASE/QTR EXCESS	\$98.42	0.012	2,500	1,300		\$ 0.039	10/16/2022	6699 CAMPUS PLCRVLE LIBRARY	6699 CAMPUS DRIVE EL DORADO CENTER	JEFF LEWIS	<a href="mailto:totarziaj@flc.losrios.edu">totarziaj@flc.losrios.edu</a>
36044	ESTUDIO8508A	SCIFG20426	MONTH BASE/QTR EXCESS	\$102.00	0.01	12,500	23.323			3/7/2021	EDC FACULTY WORKROOM	6699 CAMPUS DRIVE EL DORADO CENTER	ADRIENNE ANDREWS	E-CLOUD

**From:** [devon.valdez@tbs.toshiba.com](mailto:devon.valdez@tbs.toshiba.com)  
**To:** [Taylor, Jennifer: Lewis, Jeff](mailto:Taylor.Jennifer@flic.losrios.edu)  
**Cc:** [brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com); [TBSWEST\\_AR@tbs.toshiba.com](mailto:TBSWEST_AR@tbs.toshiba.com)  
**Subject:** RE: Folsom Lake College outstanding invoices/po see below  
**Date:** Tuesday, June 28, 2022 12:42:32 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[5630247.pdf](#)  
[5647438.pdf](#)  
[5661759.pdf](#)

**CAUTION:** This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe. **To mark the message as SPAM, right click the message, select "Junk", and then select "Block Sender".**

Good afternoon,

Based on your spreadsheet here is some information I found:

CEGD23577 – this machine does not report automatically, we need a good contact for meters we have Jeff listed right now.

C71C24549 – serial number is not correct the "1" should be an "I" (this shows correct on the PDF you have but not on the EXCEL copy you have)

SCNJ63302 – serial number is not correct should be SCNGJ63302 (this shows correct on the PDF you have but not on the EXCEL copy you have)

\*\*\* C2HC52442 – This is listed on your EXCEL copy but not on you PDF there is no updated PO or detailed information on this machine? \*\*\*

I also attached a few more invoices that are open and need payment, I updated the PO on these.

Thank you!

## TOSHIBA

Devon Valdez  
Admin. Contract II  
Toshiba Business Solutions  
1101 W. 48<sup>TH</sup> Ave. Denver, Co. 80221  
Email: [mailto:devon.valdez@tbs.toshiba.com](mailto:mailto:devon.valdez@tbs.toshiba.com)

---

**From:** Taylor, Jennifer <[TaylorJ@flic.losrios.edu](mailto:TaylorJ@flic.losrios.edu)>  
**Sent:** Monday, June 27, 2022 12:25 PM  
**To:** Devon Valdez <[devon.valdez@tbs.toshiba.com](mailto:devon.valdez@tbs.toshiba.com)>; Lewis, Jeff <[lewisj@flic.losrios.edu](mailto:lewisj@flic.losrios.edu)>  
**Cc:** Brenda Clausen <[brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)>  
**Subject:** RE: Folsom Lake College outstanding invoices/po see below

**CAUTION:** This email originated from outside our organization. Do not click links or open attachments unless you validate the sender.

Hello,

Please see attached excel spreadsheet and PO's.  
Let me know if you need anything else.

Thank you,

Jen

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**From:** [devon.valdez@tbs.toshiba.com](mailto:devon.valdez@tbs.toshiba.com) <[devon.valdez@tbs.toshiba.com](mailto:devon.valdez@tbs.toshiba.com)>  
**Sent:** Monday, June 27, 2022 11:21 AM  
**To:** Taylor, Jennifer <[TaylorJ@flic.losrios.edu](mailto:TaylorJ@flic.losrios.edu)>; Lewis, Jeff <[lewisj@flic.losrios.edu](mailto:lewisj@flic.losrios.edu)>  
**Cc:** [brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)  
**Subject:** RE: Folsom Lake College outstanding invoices/po see below

**CAUTION:** This email originated from outside of Los Rios. Do not click links or open attachments unless you recognize the sender and know the content is safe. **To mark the message as SPAM, right click the message, select "Junk", and then select "Block Sender".**

Jennifer,

We would need the PO for 2021-2022 we have these on hold due to the deferral from COVID and we never received the PO stating when to start up billing on these.

Thank you!

## TOSHIBA

Devon Valdez  
Admin. Contract II  
Toshiba Business Solutions  
1101 W. 48<sup>TH</sup> Ave. Denver, Co. 80221  
Email: [mailto:devon.valdez@tbs.toshiba.com](mailto:mailto:devon.valdez@tbs.toshiba.com)

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**From:** Taylor, Jennifer <[TaylorJ@flic.losrios.edu](mailto:TaylorJ@flic.losrios.edu)>  
**Sent:** Monday, June 27, 2022 12:17 PM  
**To:** Devon Valdez <[devon.valdez@tbs.toshiba.com](mailto:devon.valdez@tbs.toshiba.com)>; Lewis, Jeff <[lewisj@flic.losrios.edu](mailto:lewisj@flic.losrios.edu)>  
**Cc:** Brenda Clausen <[brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)>  
**Subject:** RE: Folsom Lake College outstanding invoices/po see below

**CAUTION:** This email originated from outside our organization. Do not click links or open attachments unless you validate the sender.

I do not have FY23 MAPO's for these machines.  
Jeff Lewis has to place them and he is out of the office.

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**From:** [devon.valdez@tbs.toshiba.com](mailto:devon.valdez@tbs.toshiba.com) <[devon.valdez@tbs.toshiba.com](mailto:devon.valdez@tbs.toshiba.com)>  
**Sent:** Monday, June 27, 2022 11:14 AM  
**To:** Taylor, Jennifer <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Cc:** [brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)  
**Subject:** FW: Folsom Lake College outstanding invoices/po see below  
**Importance:** High

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Good afternoon,

Do you have the PO's for these machines? If so can you please send them to me as I never received them.

Thank you!

## TOSHIBA

Devon Valdez  
Admin. Contract II  
Toshiba Business Solutions  
1101 W. 48<sup>TH</sup> Ave. Denver, Co. 80221  
Email: [mailto:devon.valdez@tbs.toshiba.com](mailto:mailto:devon.valdez@tbs.toshiba.com)

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**From:** Brenda Clausen <[brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)>  
**Sent:** Friday, June 24, 2022 1:43 PM  
**To:** Devon Valdez <[devon.valdez@tbs.toshiba.com](mailto:devon.valdez@tbs.toshiba.com)>  
**Cc:** Chris Lacrue <[chris.lacrue@tbs.toshiba.com](mailto:chris.lacrue@tbs.toshiba.com)>; Jenny Adams <[Jenny.Adams@tbs.toshiba.com](mailto:Jenny.Adams@tbs.toshiba.com)>  
**Subject:** Folsom Lake College outstanding invoices/po see below  
**Importance:** High

**Devon,**  
**A PO was supposed to be issued by Jeff Lewis for 7 of his Toshiba copiers prior to him leaving for medical leave.**  
**See below e-mail trail.**

"Taylor, Jennifer" <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>

Was suppose to look into this missing po.  
I have attached the Folsom Lake College Fleet including the copier that Jeff Lewis is responsible.  
See e-mail trail below.  
You are welcome to reach out to Jennifer Taylor for assistance on what you need.

Thank you,

**Brenda Clausen**  
**State & Local Government Account Manager**

Direct: (916) 928-2713 Mobile: (949) 929-9723  
Email: [brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)

**Toshiba Business Solutions**  
1016 North Market Blvd. Suite 40  
Sacramento, CA. 95834

## TOSHIBA

<http://business.toshiba.com>

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**From:** Lewis, Jeff <[lewisj@flc.losrios.edu](mailto:lewisj@flc.losrios.edu)>  
**Sent:** Wednesday, June 22, 2022 3:59 PM  
**To:** Brenda Clausen <[brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)>  
**Subject:** Fwd: (Los Rios CCD Toshiba Agreements

**CAUTION:** This email originated from outside our organization. Do not click links or open attachments unless you validate the sender.

Hey Brenda, I'm out on medical leave. I know I did the requisitions for all 7 Toshibas. I'm 99% sure those were made into POs. Maybe they just weren't sent too you? Jen in our Business office will figure it out and get back.

Jeff

Begin forwarded message:

**From:** "Taylor, Jennifer" <[TaylorJ@flc.losrios.edu](mailto:TaylorJ@flc.losrios.edu)>  
**Date:** June 22, 2022 at 2:14:45 PM PDT  
**To:** "Lewis, Jeff" <[lewisj@flc.losrios.edu](mailto:lewisj@flc.losrios.edu)>  
**Subject:** RE: (Los Rios CCD Toshiba Agreements

I need to do some research.

---

**From:** Lewis, Jeff <[lewisj@flc.losrios.edu](mailto:lewisj@flc.losrios.edu)>  
**Sent:** Wednesday, June 22, 2022 1:57 PM



**To:** Taylor, Jennifer <TaylorJ@flc.losrios.edu>  
**Subject:** Fwd: (Los Rios CCD Toshiba Agreements)

Hey Jen, I'm still in the hospital but am slowly going through mail. I can't VPN to look at stuff though. Any idea why Brenda at Toshiba doesn't seem to think we did POs for all 7 for the Pay-for-print Toshiba's? I know I did the requisitions months ago.

Thanks for your help Jen.

Jeff

Begin forwarded message:

**From:** [brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)  
**Date:** June 20, 2022 at 2:06:17 PM PDT  
**To:** "Lewis, Jeff" <[lewisj@flc.losrios.edu](mailto:lewisj@flc.losrios.edu)>  
**Subject:** RE: (Los Rios CCD Toshiba Agreements)

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Jeff,  
I hope that all is going well.  
I know that you have been busy setting up PaperCut on your Toshiba copiers and implementing your new system.

My Contracts people are asking me the status of your Toshiba fleet.  
The majority of them are still on hold from our 90 Day no invoice program to help FLC get through the Covid Closures.

We will need a PO in order to start up your Maintenance only on the older models you own and the equip/maintenance agreements on the newer equipment that originally ended the end of this year.

Please see attached a spreadsheet showing your equipment.  
I would like to discuss your options.

Thank you and I look forward to hearing from you soon.

**Brenda Clausen**  
State & Local Government Account Manager

Direct: (916) 928-2713 Mobile: (949) 929-9723  
Email: [brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)

**Toshiba Business Solutions**  
1016 North Market Blvd. Suite 40  
Sacramento, CA. 95834

<http://business.toshiba.com>

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**From:** Lewis, Jeff <[lewisj@flc.losrios.edu](mailto:lewisj@flc.losrios.edu)>  
**Sent:** Tuesday, March 15, 2022 7:33 PM  
**To:** Brenda Clausen <[brenda.clausen@tbs.toshiba.com](mailto:brenda.clausen@tbs.toshiba.com)>; Mike Holdren <[mike.holdren@tbs.toshiba.com](mailto:mike.holdren@tbs.toshiba.com)>  
**Cc:** El-Ayoubi, Kyle <[El-Ayok@flc.losrios.edu](mailto:El-Ayok@flc.losrios.edu)>; Dubinets, Nikolay <[DubineN@flc.losrios.edu](mailto:DubineN@flc.losrios.edu)>; Luchenko, Vadim <[LuchenV@flc.losrios.edu](mailto:LuchenV@flc.losrios.edu)>  
**Subject:** FW: (Los Rios CCD - SO# 100504) PaperCut Manuals

**CAUTION:** This email originated from outside our organization. Do not click links or open attachments unless you validate the sender.

Hello Brenda and Mike. We are getting ready to add PaperCut to the 7 Toshiba MFDs we have in our labs with the help of our friends at ITC (with whom we have used GoPrint, our current pay for print system.) We want to start on Thursday at the Rancho Cordova Center at 10 am PST with the E-Studio 2515ac that is there. We are pretty sure we have the code to get into the unit in order to load PaperCut MF software, but just in case is there anyone we can call from Toshiba if we run into issues? All of these MFDs have an ITC coin box attached to them through the foreign interface device that will get removed. The PaperCut MF software will control copies and scans going forward. We have release stations that will handle prints similarly to how we do in GoPrint.

Basically we need a number/contact info of a Toshiba tech that knows Papercut or at least knows how to unlock the ES 2515ac so the ITC folks can install the software.

FLC	Toshiba E-Studio 357	FL1 (Aspen Hall) Room 151A (Welcome Student Success Center) - Student Services folks named it. :-) FL2 (Cypress Hall) Room 239 (Reading/Writing Center) ED1 (El Dorado Center Building A) Room 221 (Library)
	Toshiba E-Studio 2515ac (color)	ED3 (El Dorado Center Building C) Room 204 (Computer Lab) RC1 (Rancho Cordova Center Building 1) Room 203 (Learning Center)
	Toshiba E-Studio 2018A	FL1 (Aspen Hall) Room 23 (Library)
	Toshiba E-Studio 3015ac	FL1 (Aspen Hall) Room 151A (Welcome Student Success Center)

Thank you,

Jeff

**Jeff Lewis** | College IT Systems & Media Services Supervisor  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630 | 916.608.6633 | [lewisj@flc.losrios.edu](mailto:lewisj@flc.losrios.edu) | [itservices.flc.losrios.edu](mailto:itservices.flc.losrios.edu)  
Need Help? Call the **IT Helpline** at 916-608-6561 or the **Media Services Helpline** at 916-608-6516 or complete a request ([IT/MS](#)).

---

**From:** Olwen Aloquina (Basecamp) <[notifications@basecamp.com](mailto:notifications@basecamp.com)>  
**Sent:** Tuesday, March 15, 2022 6:15 AM  
**To:** Lewis, Jeff <[lewisj@flc.losrios.edu](mailto:lewisj@flc.losrios.edu)>  
**Subject:** Re: (Los Rios CCD - SO# 100504) PaperCut Manuals

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and then select "Block Sender".

Write ABOVE THIS LINE to post a reply or [view this on Basecamp](#)