## Los Rios Community College District

Purchasing: (916)5 LRCCDpurchase@I

Accounting Ops: (9 Acctg-ops@losrios.

#### PLEASE SEE TERMS A

Supplier: 00 WENGER CC 555 PARK DF **PO BOX 448** OWATONNA

Phone: (80 Fax: (50

email: deborah.lindquist

Tax Exempt? N Line-Sch

2- 1 REC

3- 1 REC

4- 1 REC

5- 1 REC

6-1 REC

7- 1 REC

8- 1 REC

9- 1 REC

10- 1 FEE

1-1 REC-5365

### PURCHASE ORDER NO 0001120859

16)568-3071 se@losrios.edu	Date	Revisi	on	Page	
s: (916)568-3065 * FAX (916) 286-3636 rios.edu	04/25/2022 Payment Ter NET 30			1 Ship Via Best Method	
MS AND CONDITIONS APPENDED TO THIS PO	Reference:	OVEP HANEYB	Location 04FLC V	/ Dept	
r: 0000005935 R CORP Sk DRIVE ( 448 NNA MN 55060-0448 (800) 493-6437 (507) 455-4258 guist@wengercorp.com Sacra			FOLSOM LAKE COLLEGE RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798 United States LRCCD Invoice to: acctg-ops@losrios.edu 1919 Spanos Court Sacramento CA 95825-3981 United States		
Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date	
STAGETEK RECTANGULAR DECK QUADRIPPLE 4'X8',CENTER BRACE & CENTER LEG POCKET, ITEM# 280A200.162	6.00EA	1,120.00	6,720.00	04/11/2022	
STAGETEK FIXED LEG 24" ELEVATION 5-PACK, ITEM# 280B101.105	6.00EA	121.00	726.00	04/11/2022	
STAGETEK 2-STEP STAIRWAY 16/24" WITH RAIL, ITEM# 281A100	2.00 EA	603.00	1,206.00	04/11/2022	
STAGING UNIVERSAL DECK & RAIL CART, ITEM# 113K001	2.00 EA	853.00	1,706.00	04/11/2022	
STAGETEK,CONNECT,2 LEG,RECT, ITEM# 281A340	10.00EA	35.00	350.00	04/11/2022	
LEG STRAP,45",2 PK, ITEM# 281A304	6.00EA	0.01	0.06	04/11/2022	
STAGETEK STANDARD GUARDRAIL 8', ITEM# 281C404.127	2.00 EA	338.00	676.00	04/11/2022	
STAGE SKIRTING, BLACK, WYNDHAM, ACCORDIAN PLEAT, 48"L X 24"H (ACTUAL DIMENSIONS: 48"L X 23.0"H, 48" VELCRO HOOK SIDE INCLUDED, DWG 011D702/REV: 3, ITEM# 011200271	6.00 EA	65.63	393.78	04/11/2022	
STAGE SKIRTING, BLACK, WYNDHAM, ACCORDIAN PLEAT, 96"L X 24"H (ACTUAL DIMENSIONS: 96"L X 23.0"H, 96" VELCRO HOOK SIDE INCLUDED, DWG 011D702/REV: 3, ITEM# 011200270	2.00 EA	131.25	262.50	04/11/2022	

FREIGHT SERVICES 1.00EA 1,633.50 1,633.50

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

04/19/2022

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

Purchasing: (916)568-3071

#### P

### PURCHASE ORDER NO 0001120859

LRCCDpurchase@losrios.edu	<b>Date</b> 04/25/2022	Revisio	on	Page
Accounting Ops: (916)568-3065 * FAX (916) 286-3636 Acctg-ops@losrios.edu	Payment Terr	ns Freight Te		<b>Ship Via</b> Best Method
PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO	Reference: 1035541 ANG	OVEP HANEYB	Location 04FLC V	
<b>Supplier:</b> 0000005935 WENGER CORP 555 PARK DRIVE PO BOX 448 OWATONNA MN 55060-0448	Ship To:	FOLSOM LAKE ( RECEIVING 10 COLLEGE PA FOLSOM CA 956 United States	RKWAY	
Phone: (800) 493-6437 Fax: (507) 455-4258 email: deborah.lindquist@wengercorp.com	Bill To:	LRCCD Invoice to: acctg- 1919 Spanos Col Sacramento CA S United States	urt	
Tax Exempt? N Line-Sch Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
QUOTE 3243820 VALID TO 04-30-2022 SSPJ				

Sub Total Amount	13,673.84
Sales Tax Amount	933.14
Total PO Amount	14,606.98

BU	Acct	Fd	Org	Prog	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>	<u>BYear</u>
GENFD	4300	12	FL.VI.SWPA	10050	00000	485Y	14,606.98	2022

0001035541CHAVEZA11-APR-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, a	and correspond	ence must be	e identified w	ith our F	Purchase O	rder
Number. Overs	hipments	will not be acco	epted unless	authorized by	y Buyer	prior to ship	oment.

Authorized Signature

Notice to vendor: You are responsible for delivering good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

## LOS RIOS COMMUNITY COLLEGE DISTRICT

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 not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be property itemized. If LRCCD has not received billing for product or services within a one vear 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 eatabilishing acririer 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 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 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 auality of their respective kinds.
- 13. INDEMNIFICATION: CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of per arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
- 14. TERMINATION: LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
- 15. ASSIGNMENT: Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
- 16. PUBLIC WORKS PROJECTS: CONTRACTOR must comply with Public Contract Code
- 17. CA LABOR CODE: Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
- 18. NOTICE: Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact LRCCD General Services Department at (916) 568-3048.
- 19. INSURANCE: CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability, if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$1M, \$2M, or \$3M AGGREGATE as prescribed by DISTRICT requirements for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage. LRCCD insurance requirements can be viewed on the following website www.losrios.edu/purchasing.
- 20. DISQUALIFIED EMPLOYEES: CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
- 21. WORK AUTHORIZATION: Prior to LRCCD's acceptance of this Agreement, CONTRACTOR's who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
- 22. WARRANTY: CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/ or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law. CONTRACTOR further represents and warrants that any software/ hardware/ communications system/ equipment provided under this Agreement (collectively 'technology') adheres to the standards and/or specifications as may be set forth in the Section 508 of the Rehabilitation Act of 1973 standards guide and is fully compliant with WCAG 2.0 AA standards for accessibility and compliant with any applicable FCC regulations. If portions of the technology compliant and accessible. CCONTRACTOR shall use its best efforts to make the technology compliant and accessible. CCONTRACTOR 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:	WENGER CORP 0000005935	Bus	siness Ur	it: GENFE	O OPEN
	555 PARK DRIVE PO BOX 448 OWATONNA MN 55060-0448 United States Phone: (800) 493-6437 Fax: (507) 455-4258 email: deborah.lindquist@wengercorp.com	Req WEN Req Phi	1035541 uisition	SIC - ANGOVE	Page 2022 1
Ship To:	RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798		roved:	enda Haney QUINTELM 25-	MAR-2022
Line-Schd	Description	Quant	ity UOM	Price	Extended Amt Due Date
1-1	STAGETEK RECTANGULAR DECK QUADRIPPLE 4'X8',CENTER BRACE & CENTER LEG POCKET, ITEM# 280A200.162	6	EA	1,120.00	6,720.00 <b>04/01/2022</b>
2-1	STAGETEK FIXED LEG 24" ELEVATION 5-PACK, ITEM# 280B101.105	б	EA	121.00	726.00 <b>04/01/2022</b>
3-1	STAGETEK 2-STEP STAIRWAY 16/24" WITH RAIL, ITEM# 281A100	2	EA	603.00	1,206.00 <b>04/01/2022</b>
4-1	STAGING UNIVERSAL DECK & RAIL CART, ITEM# 113K001	2	EA	853.00	1,706.00 <b>04/01/2022</b>
5-1	STAGETEK,CONNECT,2 LEG,RECT, ITEM# 281A340	10	EA	35.00	350.00 <b>04/01/2022</b>
6-1	LEG STRAP,45",2 PK, ITEM# 281A304	6	EA	0.01	0.06 04/01/2022
7-1	STAGETEK STANDARD GUARDRAIL 8', ITEM# 281C404.127	2	EA	338.00	676.00 <b>04/01/2022</b>
8-1	STAGE SKIRTING, BLACK, WYNDHAM, ACCORDIAN PLEAT, 48"L X 24"H (ACTUAL DIMENSIONS: 48"L X 23.0"H, 48" VELCRO HOOK SIDE INCLUDED, DWG 011D702/REV: 3, ITEM# 011200271	6	EA	65.63	393.78 04/01/2022
9-1	STAGE SKIRTING, BLACK, WYNDHAM, ACCORDIAN PLEAT, 96"L X 24"H (ACTUAL DIMENSIONS: 96"L X 23.0"H, 96" VELCRO HOOK SIDE INCLUDED, DWG 011D702/REV: 3, ITEM# 011200270	2	EA	131.25	262.50 <b>04/01/2022</b>
10-1	FREIGHT SERVICES	1	EA	1,633.50	1,633.50 <b>04/01/2022</b>
				_	13,673.84 Sub-total <u>1,059.74</u> Est. tax
		Total F	Requisiti	on Amount:	14,733.58

QUOTE 3243820 w/ sole source

<u>BU</u>	Acct	<u>Fd</u>	<u>Org</u>	Prog	<u>Sub</u>	Proj	<u>Amount</u>
GENFD	4300	12	FL.VI.SWPA	10050	00000	485Y	13,673.84

Approval Signature Approval Signature Approval Signature

# Requisition

Supplier:	WENGER CORP 555 PARK DRIVE PO BOX 448 OWATONNA MN 55060-0448 United States	0000005935	Business Unit: Req ID: 0001035541 Requisition Name WENGER - MUSIC - Requester		<b>OPEN</b>	Page 2
	Phone: (800) 493-6437 email: deborah.lindquist@weng	<b>Fax:</b> (507) 455-4258 gercorp.com	Philip Angove Requester Signature			
Ship To:	RECEIVING 10 COLLEGE PARKWAY FOLSOM CA 95630-6798		Buyer: Brenda Approved: Entered By: QUI	-	R-2022	
Line-Schd	Description		Quantity UOM	Price	Extended Amt	Due Date

#### Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name:SWP - Commercial MusicProject Grant:485YProgram Director:VICTORIA MARYATTProgram Goal:other - instructional supplies and materials; SSM completion

Approval Signature	Approval Signature	Approval Signature

Wenger Corporation 555 Park Drive Owatonna, MN 55060-4940 United States

### Quote Number: 3243820

Folsom Lake College - StageTek Stage 12' x 16' x 24"

Wenger

CORPORATION



Date: 03/30/2022 Page: 1 of 2 Cust #: 00223291

10 Coll	Angove n Lake College ege Pkwy n CA 95630-6798	Date: Expires: Reference: Terms: Created By:	3/30/2022 4/29/2022 Net 30 Days Donovan Ott-Bales
Phone: Fax: E-Mail:	(916) 608-6500 angovep@flc.losrios.edu	Salesperson: Phone: E-Mail:	Donovan Ott-Bales Donovan.Ott-Bales@wengercorp.com

### **Quote Comments:**

Since the beginning of the year, significant supply chain issues have been creating disruption across many industries globally. At Wenger Corporation, our purchasing team is working with our suppliers to mitigate the impact of the disruptions. Unfortunately, we are facing shortages in key areas such as steel, plastic, and wood resulting in delays in meeting our customers' orders/timelines. Freight quoted is for a one time shipment. As a result, once orders are placed, delivery dates may change.

We apologize for any inconvenience this may cause. We value your business and thank you for your patience during these unusual circumstances.

Philip Angove

USD

Wenger products are specified, designed, manufactured, and/or exclusively distributed solely by Wenger Corporation. Pricing, product literature, and shipment authorization must originate from our manufacturing and sales facility in Owatonna, MN.

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Line	PartNum/Description	Qty	Net Price	Ext. Price
1.00	280A200.162 StageTek Rectangular Deck Quadripple 4'x8',Center	6 EA Brace & Center Leg	\$1,120.00 Pocket	\$6,720.00
2.00	280B101.105 StageTek Fixed Leg 24" Elevation 5-Pack	6 EA	\$121.00	\$726.00
3.00	281A100 StageTek 2-Step Stairway 16/24" With Rail	2 EA	\$603.00	\$1,206.00
4.00	113K001 Staging Universal Deck & Rail Cart	2 EA	\$853.00	\$1,706.00
5.00	281A340 STAGETEK,CONNECT,2 LEG,RECT	10 EA	\$35.00	\$350.00
6.00	281A304 LEG STRAP,45",2 PK	6 EA	\$0.00	\$0.00

Wenger Corporation 555 Park Drive Owatonna, MN 55060-4940 **United States** 



CORPORATION

	Number: 3243820 n Lake College - StageTek Stage 12' x 4"	QUOTE	Date: Page: Cust #:	03/30/2022 2 of 2 00223291
7.00	281C404.127 StageTek Standard Guardrail 8'	2 EA	\$338.00	\$676.00
8.00	011200271 Stage Skirting, Black, Wyndham, Ac 48"L x 23.0"H, 48" Velcro hook side		\$65.63 imensions:	\$393.76
9.00	011200270 Stage Skirting, Black, Wyndham, Ac 96"L x 23.0"H, 96" Velcro hook side		\$131.25 imensions:	\$262.50
10.00	Freight Freight Services	1 EA	\$1,633.50	\$1,633.50
		Lines To	tal	\$13,673.76
		Total Tax	es	\$933.12
		Quote Tot	al	\$14,606.88







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Owatonna Office: Phone 800.4WENGER (493-6437) Worldwide +1.507.455.4100 | Parts & Service 800.887.7145 | wengercorp.com | 555 Park Drive, PO Box 448 | Owatonna | MN 55060-0448 Syracuse Office: Phone 800.836.1885 Worldwide +1.315.451.3440 | jrclancy.com | 7041 Interstate Island Road | Syracuse | NY 13209-9713 ATHLETICS Phone 800.493.6437 | email gearboss@wengercorp.com | gearboss.com | 555 Park Drive, PO Box 448 | Owatonna | MN 55060-0448

### LOS RIOS COMMUNITY COLLEGE DISTRICT Sole/Single Source Purchase Justification

Vendor:	Requisition No:
Commodity/Service:	
Estimated annual expenditure for the above commodity or se	ervice: \$:

Pursuant to Purchasing Policy, Sole/Single Source purchase requests & approvals must be performed in advance and shall be supported by written documentation. This form and appropriate supporting documentation fulfills that requirement.

<u>Initial all entries below that apply to the proposed purchase.</u> Attach supporting documentation and justification memo as described below (More than one entry will apply to most sole/single source products/services for purchase requested).

- 1. \_\_\_\_\_ SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
- 2. \_\_\_\_\_ SOLE SOURCE REQUEST IS FOR ONLY GREATER SACRAMENTO AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturers <u>not the distributor's</u> written certification that identifies all regional distributors. Item no. 4 also must be completed.)
- 3. \_\_\_\_\_ THE PARTS/EQUIPMENT IS NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
- 4. \_\_\_\_\_ THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
- 5. \_\_\_\_\_ THE PARTS/EQUIPMENT IS REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
- 6. \_\_\_\_\_ CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)PURCHASE CONTRACT NO:\_\_\_
- 7. \_\_\_\_\_ "PIGGY-BACK"/UMBRELLA PURCHASE ON ANOTHER GOVERNMENT ENTITY'S CONTRACTS
- 8. \_\_\_\_\_ NONE OF THE ABOVE APPLIES. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests commodities and services to be procured from the vendor identified as the sole/single source supplier of the service or material described in this sole/single source justification and is authorized as a sole/single source for the service or material.

Francis Fletcher 03/29/2022

AUTHORIZED SIGNATURE – Dean/Department

AUTHORIZED SIGNATURE – VPA/BSO

DATE

DATE

SOLE/SINGLE SOURCE AUTHORIZATION: (PURCHASING USE ONLY)				
		□ APPROVED	□ DISAPPROVED	
By:	Date:		Guidelines Div. #:	

For Number 4:

This particular stage is needed for its lightweight features that enable a single individual to set up and to take down the stage safely. These features are demonstrated in the video, which can be viewed at the following website:

### https://shop.wengercorp.com/education/stagetekr-staging.html

This stage is essential for preventing injuries to students and staff. Additionally, the portability and storage of this product makes it far superior to any other products on the market.

Thank you, F. Fletcher Dean of Visual & Performing Arts and Language & Literature <u>fletchf@flc.losrios.edu</u> 916-608-6752

\* WENGER CORP

po# 000 1120 853 RCVR # 000 110 5365

\* All Lines RCVD per Sera - No Receipt