



# REQUISITION

THIS IS NOT AN ORDER

113191

**INSTRUCTIONS FOR VENDOR PURCHASES:** One vendor per requisition only! Use additional forms if necessary, but total each requisition separately. Provide detailed description(s) and attach any proposal, quote or specification. Approval from Audio/Visual or Information and Technology Services is required prior to budget approval and processing. Submit completed form to Accounting. **Keep pink copy for your records.**

**ALL EQUIPMENT** shall be delivered through the Warehouse for asset tagging and tracking. The cost center manager is responsible for all equipment in their area. If equipment is delivered directly to a department/site, the cost center manager is responsible for getting the equipment tagged.

**INSTRUCTIONS FOR ORDERING SUPPLIES FROM WAREHOUSE STORES:** Enter the stock number from the warehouse catalogue with a brief description. Enter the prices and total. **DO NOT ADD TAX.** Submit completed form to Accounting. **Keep the pink copy for your records.**

SUGGESTED VENDOR: VWR  EXISTING VENDOR  NEW VENDOR

Address 5100 W. Henrietta Rd. City Rochester State NY Zip 14692-9012  
P.O. Box 92912

Contact Sara Holmblad  PRICE QUOTED FIRM  FOB DESTINATION  FOB SHIPPING POINT  WILL CALL

Phone ( ) 310.291.0639 Fax ( ) 610.728.2450 Web Address \_\_\_\_\_

REQUESTED BY: Karen Koos DEPARTMENT: Math & Science

Extension or Phone 7500 Ship To: WAREHOUSE Deliver to Room Number S126

Instructions: \_\_\_\_\_

Today's Date	Date Required	Account Number(s)
<u>4/9/14</u>		<u>420-00000-00000-00568-6415-1901000</u>
<input type="checkbox"/> Confirms Order Already Placed		
<input type="checkbox"/> Confirms Order Already Received		

QTY	UNIT	STOCK NO.	DESCRIPTION	UNIT PRICE	EXT/TOTAL
<u>10</u>	<u>ea</u>	<u>89205-930</u>	<u>VWR Chair Polyprop 19-29IN BLK</u>	<u>\$ 256.27</u>	<u># 2,562.70</u>
<u>170</u>	<u>ea</u>	<u>VSGG-H-6012</u>	<u>VWR CHAIR POLYPROP 19-29IN BLK,</u> <u>GLIDES IN PLACE OF CASTERS</u>	<u>256.27</u>	<u>43,565.90</u>
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <b>SIGN HERE</b> ↓         </div> <div style="border: 1px solid black; padding: 5px; border-radius: 50%; display: inline-block;"> <u>Bond</u> </div> <div style="margin-left: 20px;"> <p><u>Quote # MMI-030814 is attached</u></p> <p><u>Replacement of laboratory chairs from</u> <u>Budget Augmentation - December 11, 2013</u> <u>Bond Fund</u></p> </div> </div>					

APPROVALS		TOTAL	
Cost Center Manager <u>TJ</u> Date <u>4/15/14</u> Other Approval if necessary _____ Date _____ Information & Technology Approval _____ Date _____ Audio Visual Approval _____ Date _____ Accounting / Budget Approval _____ Date _____	Confirming _____ Send _____ Comments _____ <u>IC-SU</u>	Tax <u>4,151.57</u> Shipping <sup>installations</sup> <u>1,412.50</u> <b>TOTAL</b> <u>\$51,692.67</u>	<b>Purchase Order Number</b>  <u>P13</u> <u>Rec'd</u> <u>4/15/14</u> <u>Jan</u>



**VWR Furniture | designed . delivered . installed**

Prepared For: Karen Koos  
 Company: Rio Hondo College  
 3600 Workman Road  
 Whittier, CA 90601  
 Phone: (562) 463-7500  
 Fax:  
 Email: kkoos@riohondo.edu

Date: 4/8/2014  
 Offer Valid Until: 5/9/2014  
 VWR Quote (C/S) #: MM1-030814  
 Revision: 3  
 Prepared By: Matthew Maybury  
 3021 Gateway Drive  
 Suite 280  
 Irving, TX 75063  
 Phone: (972) 819-7461  
 Fax: (972) 257-3293  
 Email: matt\_maybury@vwr.com

**Notes:**

Lead time is approximately (3) to (4) weeks after receipt of approved purchase order by VWR, plus transit time. Transit time is typically (3) to (5) business days. Freight is included. Non-Union/Non-Mechanical installation has been quoted for work to be performed on weekdays from 7:30 A.M. to 5:00 P.M. It will be the Buyer's responsibility to provide access to the project during these hours. Any work hours required other than noted above will be subject to additional charges. Installer is to meet & unload delivery truck and transport materials to job site. Client is to provide a trash dumpster for debris removal within a reasonable distance from the job site.

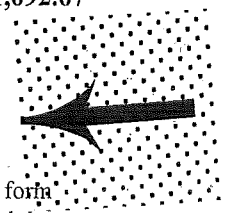
Line #	Qty	Catalog #	Finish	Unit Sell	Extended Sell
1	10	89205-930		\$256.27	\$2,562.70
		VWR CHAIR POLYPROP 19-29IN BLK			
2	170	VSGG-H-6012		\$256.27	\$43,565.90
		VWR CHAIR POLYPROP 19-29IN BLK, GLIDES IN PLACE OF CASTERS -			

*Total Sell:* \$46,128.60  
*Non-Union, Non-Mechanical Installation with Meet & Unload:* \$1,412.50  
*Sales Tax Estimated at 9%:* \$4,151.57

**USD Total: \$51,692.67**

Payment Terms: **Net 30**  
 Tax: **Taxable Unless Purchase Order presented with Tax Certificate**

Approved By: \_\_\_\_\_ PO#: \_\_\_\_\_ Date: \_\_\_\_\_



When placing your order, please sign and date above and indicate your P.O. number. Submit your P.O. along with this signed form to VWR Furniture Orders@vwr.com or Fax to (972) 753-1389, and reference the VWR Quote # in all communications. If you have any questions regarding this proposal or if we can be of further assistance, please contact the VWR team below.

Your Estimator is: Matthew Maybury  
 Phone: (972) 819-7461  
 Email: matt\_maybury@vwr.com

Your Specialist is: Robert Sherbondy  
 Phone: (626) 344-4706  
 Email: robert\_sherbondy@vwr.com

5. **Certification of Signatures**

Approved and shall execute the Certification of Signatures Document in support of the Annual District Reorganization and authorized the Administration to process and file the Document on behalf of the District.

6. **Grant Award from the City of Pico Rivera – “GO RIO”**

Accepted the GO RIO Grant from the City of Pico Rivera in the amount of \$2,000.00 and authorized the Administration to execute the appropriate documents on behalf of the District.

7. **DSA Plan Check Fees – Closeout Documentation – Installation of Fire Alarm System at the A.J. Annex Building**

Approved the payment of a plan check fee to the Department of the State Architect in the amount of \$500.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

8. **DSA Plan Check Fees – Soccer Field Renovation Project**

Approved the payment of a plan check fee to the Department of the State Architect in the amount of \$26,650.00 from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

9. **Programming and Commissioning of Narrow Band Radio Repeater and Reprogramming of College Hand Held Radios – Two Way Radio Corporation**

Approved the proposal of \$1,811.25 for the programming of narrow band radio repeater, re-programming of College hand held radios & FCC licensing update to be paid from Bond Funds and authorized the Administration to execute appropriate documents on behalf of the District.

10. **Budget Augmentation**

Approved the additional Budget Augmentation as outlined below:

**Facilities Requests**

			Amount/ Funding
Administration of Justice *Board previously approved	Administration of Justice	Remodel of the AJ Annex.	*\$2,000,000 Bond Fund
Facilities	Operations	Solar and hard wired light posts	\$300,000 Funded State Bond / Edison Fund
Health Sciences	CNA	Instructional space will be identified, and furniture and equipment installed	\$10,000 General Fund

**Technology Requests**

Behavioral & Social Sciences	Behavioral & Social Sciences	Ceiling Mounted Projectors	\$5,200 General Fund
Business	Accounting	Technology related to facilities (e.g., Smart classrooms, etc.) for 45 Stations	\$90,000 Bond Fund
Counseling & Student Development	Career Center	Database software	\$5,000 General Fund
Information Technology	Information Technology	Computer Hardware-Annual computer refresh	\$200,000 or less Bond Fund
Information Technology	Information Technology	Computer Hardware-wired network distribution switches	\$135,000 Bond Fund

**Additional Budget Requests**

Unit	Program	Requested Item	Amount/Funding
Arts & Cultural Programs	Visual Art	Painting racks and Ventilation System for two Visual Art classrooms.	\$10,000 General Fund
Career Technical Education	Automotive Technology	Transmission Tester	\$40,000 Bond Fund
Health Services	Health Services	Medical Services Cart	\$6,000 General Fund
Library & Learning Support	Library	Desensitizer / Resensitizer P122-3515 For the security of Library material	\$10,000 General Fund One Time
Library & Learning Support	Student Success & Retention	Gateway Tutors and Peer Mentors	\$7,500 General Fund
Math & Science	Math & Science	Replacement Laboratory chairs	\$69,600 Bond Fund