SAN LEANDRO UNIFIED SCHOOL DISTRICT
Facilities and Construction - Bond Department

To: Facilities and Technology Committee
Today's Date: 08/5/2020
From: Bond and Maintenance Department
F&T Meeting Date: 8/12/2020
Project Description: Jefferson Lockset Replacement

Bond Measure: Measure J1

Rationale: Jefferson ES Lockset Replacement required additional parts to be purchased through the course of the project, this PO change order is to increase the amount of the PO to cover the invoices.

Fiscal impact: $14,336.41

Contractor/Company on the project: R&H Wholesale
Phone: N/A
Full Name of person responsible to sign contract: N/A
Email to send contract to for DocuSign: N/A
License #: N/A

Is this a new Company being used?: N/A

SAN LEANDRO UNIFIED SCHOOL DISTRICT
Business Services Division

PO Change Order Request Form

This form will be used to request a change in the amount of the Purchase Order. Please use a plus (+) sign to indicate an increase or a minus (-) sign to indicate a decrease in the balance of the Purchase Order.

Vendor Name R&H Wholesale **PO #** J20-00284

Acct. No: 212-6270-9112-0000-8500-003-30- -808 Amount $14,336.41

Acct. No: _____ Amount $_____

Acct. No: _____ Amount $_____

Comments: Please increase above PO by $14,336.41 to cover invoices paid from the listed purchase order. They were part of District Wide Locket Replacement and not included in original PO.

Authorized Signature (Dept Head):_____ Date:_____

Authorized Signature (Director/Acctg Mgr): _____ Date: _____

Posted By: (Purchasing):_____ Date:_____

Budget Transfer # _____ Posted By: _____ Date: _____

All requests should be completed by site staff and then approved by site/program Manager. Please forward all signed and completed paperwork to the Purchasing Dept. in the District Office.

If necessary, please attach Budget Transfer request to this form to cover the increase of the Purchase Order. If there is a Budget Transfer Form attached, both requests will be forwarded to the Budget Technician, which will be processed and later forwarded to the Purchasing Dept.

R&H Wholesale Supply, Inc.

81 Dorman Ave
San Francisco, CA 94124
Phone: 415-970-5000 Fax: 415-641-0455

INVOICE
533827-00

CUST # **7949**	ORDER DATE **06/04/20**	SLS REP **cfs**	P.O.# **B18-00048**	FP	DATE **06/19/20**
INSTRUCTIONS			SHIP VIA **UPS Ground**		PAGE **1**

Bill To: SAN LEANDRO USD
1145 ALADDIN AVE
ATTN: ACCTS PAYABLE
SAN LEANDRO, CA 94577

Ship To: SAN LEANDRO USD
1145 ALADDIN AVENUE
SAN LEANDRO, CA 94577

LINE	ITEM NUMBER	DESCRIPTION / COMMENTS	LIST	U/M	ORDERED	B.O./RET	SHIPPED	UNIT PRICE	AMOUNT
1 *	SCH-20-740-CP-626-LKB	COMMERCIAL ACCOUNT X10267-3G Freight In		each	25	0	25	75.38	1884.50 35.00

MERCH TOTAL **1884.50**				SALES TAX * **183.74**

TERMS: Customer agrees to pay a service charge of 1-1/2% per month, a true rate of 18% per annum on any amount past due and to pay reasonable attorney's fees if it becomes neccessary to file suit to enforce collection. Accounts past due may be placed on a COD basis without notice. A $25 fee will be charged for returned checks. Special orders may not be returned or payment refunded. No items will be accepted for return without authorization. All returns are subject to a restocking charge plus any freight charges incurred. Orders under $35.00 incur $5.00 charge.

TERMS: **2%15, net 30**

TOTAL DUE **2103.24**

Retain This Portion For Your Records

^ Detach Here ^

CUST # **7949**	INVOICE # **533827-00**	DATE **06/19/20**	TOTAL DUE **2103.24**	PAYMENT $

Bill To: SAN LEANDRO USD
1145 ALADDIN AVE
ATTN: ACCTS PAYABLE
SAN LEANDRO, CA 94577

Remit To: R&H Wholesale Supply, Inc.
81 Dorman Ave
San Francisco, CA 94124

Detach and Return This Portion With Your Remittance

R&H Wholesale Supply, Inc.

81 Dorman Ave
San Francisco CA 94124
Phone: 415-970 5000 Fax: 415-641-0455

INVOICE
533918-00

CUST # 7949	ORDER DATE 06/05/20	SLS REP cfs	P.O.# THOMAS JEFFERESON PORTP	DATE 06/10/20
INSTRUCTIONS			SHIP VIA Sales Deliv	PAGE 1

Bill To: SAN LEANDRO USD
1145 ALADDIN AVE
ATTN: ACCTS PAYABLE
SAN LEANDRO, CA 94577

820-000284

Ship To: SAN LEANDRO USD
1145 ALADDIN AVENUE
SAN LEANDRO, CA 94577

LINE	ITEM NUMBER	DESCRIPTION / COMMENTS	LIST	U/M	ORDERED	B O /RET	SHIPPED	UNIT PRICE	AMOUNT
		COMMERCIAL ACCOUNT							
1 *	SCH-23-030E-626	FSIC CORE ONLY - E KWY	74.00	EA	30	0	30	44.40	1332.00
2 *	SCH-20-740CP-626-LKB	X10267-3G		each	12	0	12	75.38	904.56
		FACTORY DROPSHIPMENT							

RECEIVED
JUN 17 2020
BOND DEPT

MERCH TOTAL 2236.56				SALES TAX * 218.06

TERMS: Customer agrees to pay a service charge of 1 1/2% per month a true rate of 18% per annum on any amount past due and to pay reasonable attorney's fees if it becomes neccessary to file suit to enforce collection Accounts past due may be placed on a COD basis without notice A $25 fee will be charged for returned checks Special orders may not be returned or payment refunded No items will be accepted for return without authorization All returns are subject to a restocking charge plus any freight charges incurred Orders under $35 00 incur $5 00 charge

TERMS: **2%15, net 30**

TOTAL DUE **2454.62**

c/18/2020

Retain This Portion For Your Records

^ Detach Here ^

CUST # 7949	INVOICE # 533918-00	DATE 06/10/20	TOTAL DUE 2454.62	PAYMENT $

Bill To: SAN LEANDRO USD
1145 ALADDIN AVE
ATTN: ACCTS PAYABLE
SAN LEANDRO, CA 94577

Remit To: R&H Wholesale Supply, Inc.
81 Dorman Ave
San Francisco, CA 94124

Detach and Return This Portion With Your Remittance

R&H Wholesale Supply, Inc.

81 Dorman Ave
San Francisco, CA 94124
Phone 415-970 5000 Fax 415 641 0455

INVOICE
534177-00

CUST #	ORDER DATE	SLS REP	P.O.#	FP	DATE
7949	06/11/20	cfs	B18-00048		06/12/20
INSTRUCTIONS			SHIP VIA UPS Ground		PAGE 1

Bill To: SAN LEANDRO USD
1145 ALADDIN AVE
ATTN: ACCTS PAYABLE
SAN LEANDRO, CA 94577

J20-00284

Ship To: SAN LEANDRO USD
1145 ALADDIN AVENUE
SAN LEANDRO, CA 94577

LINE	ITEM NUMBER	DESCRIPTION / COMMENTS	LIST	U/M	ORDERED	B O /RET	SHIPPED	UNIT PRICE	AMOUNT
		COMMERCIAL ACCOUNT							
1 *	SCH-23-030C-626	FSIC CORE ONLY - C KWY	74.00	EA	30	0	30	44.40	1332.00
		Freight Out							25.85

RECEIVED
JUN 17 2020
BOND DEPT

MERCH TOTAL 1332.00 | SALES TAX * 129.87

TERMS: Customer agrees to pay a service charge of 1-1/2% per month a true rate of 18% per annum on any amount past due and to pay reasonable attorney s fees if it becomes neccessary to file suit to enforce collection Accounts past due may be placed on a COD basis without notice A $25 fee will be charged for returned checks Special orders may not be returned or payment refunded No items will be accepted for return without authorization All returns are subject to a restocking charge plus any freight charges incurred Orders under $35 00 incur $5 00 charge

TERMS: **2%15, net 30**

TOTAL DUE **1487.72**

6/18/2020

Retain This Portion For Your Records

^ Detach Here ^

CUST #	INVOICE #	DATE	TOTAL DUE	PAYMENT $
7949	534177-00	06/12/20	1487.72	

Bill To: SAN LEANDRO USD
1145 ALADDIN AVE
ATTN: ACCTS PAYABLE
SAN LEANDRO, CA 94577

Remit To: R&H Wholesale Supply, Inc.
81 Dorman Ave
San Francisco, CA 94124

Detach and Return This Portion With Your Remittance

R&H Wholesale Supply, Inc.

81 Dorman Ave
San Francisco, CA 94124
Phone: 415-970-5000 Fax: 415-641-0455

INVOICE
534369-00

CUST # 7949	ORDER DATE 06/16/20	SLS REP cfs	P.O.# ~~B18-00648~~	FP	DATE 06/17/20
INSTRUCTIONS THOMAS JEFFERSON CONVERSION			SHIP VIA Sales Deliv		PAGE 1

Bill To: SAN LEANDRO USD
1145 ALADDIN AVE
ATTN: ACCTS PAYABLE
SAN LEANDRO, CA 94577

S20-00284

Ship To: SAN LEANDRO USD
1145 ALADDIN AVENUE
SAN LEANDRO, CA 94577

LINE	ITEM NUMBER	DESCRIPTION / COMMENTS	LIST	U/M	ORDERED	B.O./RET	SHIPPED	UNIT PRICE	AMOUNT
1 *	SCH-23-030C-626	COMMERCIAL ACCOUNT **B/O SHORTS** FSIC CORE ONLY - C KWY	74.00	EA	75	23	52	44.40	2308.80

6/25/2020

RECEIVED
JUN 24 2020
BOND DEPT

MERCH TOTAL 2308.80				SALES TAX * 225.11

TERMS: Customer agrees to pay a service charge of 1-1/2% per month, a true rate of 18% per annum on any amount past due and to pay reasonable attorney's fees if it becomes neccessary to file suit to enforce collection. Accounts past due may be placed on a COD basis without notice. A $25 fee will be charged for returned checks. Special orders may not be returned or payment refunded. No items will be accepted for return without authorization. All returns are subject to a restocking charge plus any freight charges incurred. Orders under $35.00 incur $5.00 charge.

TERMS: **2%15, net 30**

TOTAL DUE **2533.91**

Retain This Portion For Your Records

^ Detach Here ^

CUST # 7949	INVOICE # 534369-00	DATE 06/17/20	TOTAL DUE 2533.91	PAYMENT $

Bill To: SAN LEANDRO USD
1145 ALADDIN AVE
ATTN: ACCTS PAYABLE
SAN LEANDRO, CA 94577

Remit To: R&H Wholesale Supply, Inc.
81 Dorman Ave
San Francisco, CA 94124

Detach and Return This Portion With Your Remittance

R&H Wholesale Supply, Inc.

CUSTOMER COPY

81 Dorman Ave
San Francisco, CA 94124
Phone: 415-970-5000 Fax: 415-641-0455

REPRINT

PACKING LIST

Order Number	534369-00
Order Date	06/16/20
Page	1 of 1

Bill To: 7949
SAN LEANDRO USD
1145 ALADDIN AVE
ATTN: ACCTS PAYABLE
SAN LEANDRO, CA 94577
Ph: (510)618-4441/ Fx:

J20-00284

Ship To: SHIP
SAN LEANDRO USD
1145 ALADDIN AVENUE
SAN LEANDRO, CA 94577

Customer #	Sales Rep	Customer P.O.#	Ship Date	Instructions	Terms	Ship Via
7949	cfs	~~B18-00048~~	06/17/20	THOMAS JEFFERSON CONVERSION	2%15, net 30	Sales Deliv

Line	Item Number/Description	Tax	U/M		Ordered	Ship	Back Order	List	Unit Amt	Ext Amt
	COMMERCIAL ACCOUNT **B/O SHORTS**									
1	**SCH-23-030C-626** FSIC CORE ONLY - C KWY	Y	EA		75.00	52	23	74.000	44.400	3330.00

RECEIVED
JUN 24 2020
BOND DEPT

6/25/2020

* Bill To Bond!
Per Conversation w/
Aaron K.

Lines Total 1 **Qty Shipped Total** 52

Merch:	3330.00
Taxable:	3330.00
Tax:	324.68
Freight:	0.00
Other	0.00
Total:	3654.68

* Returns subject up to 50% restock charge.
* All claims must be made within 5 days.
* Late payment charge = 1.5% per month, 18% per year, plus collection and/or attorney fees after due date.

Special Order Sales FINAL/NOT RETURNABLE

Printed 06/17/20 11:05 AM Order Taken By: mag

Picked By: _____

Checked By: _____

Received by: DAVID CALCAGNO
Print Name

Signature

Date: 6/17/2020