CHIEF EXECUTIVE OFFICE
CENTRAL SVCS/PURCHASING DIV.
841 LOW GAP ROAD
UKIAH, CA 95482
Phone (707) 234-6050



## **Purchase Order**

Fiscal Year 2017

Page 1

of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 00058140-00

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0 NEXTREQUEST CO 155 9TH ST SAN FRANCISCO, CA 94103 OT A-EO

INFORMATION SERVICES INFORMATION SERVICES 501 LOW GAP ROAD ROOM 1440 UKIAH, CA 95482

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Purchase Order Total

### **PURCHASING DEPARTMENT CHIEF EXECUTIVE OFFICE** CENTRAL SVCS/PURCHASING DIV. 841 LOW GAP ROAD UKIAH, CA 95482 Phone (707) 234-6050



### **Purchase Order**

Fiscal Year 2017

Page 1

of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES -PACKAGES AND SHIPPING PAPERS

**Purchase** Order #

00058140-00

**NEXTREQUEST CO** 155 9TH ST SAN FRANCISCO, CA 94103

INFORMATION SERVICES INFORMATION SERVICES **501 LOW GAP ROAD ROOM 1440** UKIAH, CA 95482

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**Partial Order** Purchase Order Complete **ACKNOWLEDGMENT** 

Purchase Order Total

CHIEF EXECUTIVE OFFICE CENTRAL SVCS/PURCHASING DIV. 841 LOW GAP ROAD UKIAH, CA 95482 Phone (707) 234-6050



# COUNTY OF MENDOCINO ORIGINAL

Revisions 000 Expiration Date 06/30/2017

## **Purchase Order**

Fiscal Year 2017

Page 1

of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 00058140-00

Delivery must be made within doors of specified destination.

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0 NEXTREQUEST CO 155 9TH ST SAN FRANCISCO, CA 94103 ST-P T

INFORMATION SERVICES INFORMATION SERVICES 501 LOW GAP ROAD ROOM 1440 UKIAH, CA 95482

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IMPORTANT: Read Terms and Conditions provided as part of this purchase order.

**Vendor Copy** 

**Purchase Order Total** 

# MENDOCINO COUNTY GENERAL CONDITIONS FOR PURCHASE ORDERS

The following provisions are hereby made a part of the Purchase Order contract and Vendor, by the acceptance of this order, the signer agrees thereto:

- 1. All products delivered must conform to the current specifications of Title 8, California Safety Code (CAL-OSHA).
- 2. No alteration in any of the terms, delivery, price, quality, quantities, or specifications of this order will be effective without prior consent of the Purchasing Agent of the County of Mendocino.
- 3. No charges will be allowed for packing, wrapping bags, containers, reels, etc., unless otherwise specified.
- 4. Time of delivery is part of the essence of this contract and the order is subject to cancellation for failure to deliver on time.
- 5. Materials purchased are subject to the approval of the County of Mendocino and, if rejected, are held subject to Vendor's risk and expenses incurred for their return.
- 6. PURCHASE ORDER NUMBER MUST appear on all invoices, packing lists, packages, shipping notices, instructions manuals, and any correspondence.
- 7. ITEMIZED PACKING LIST shall by enclosed in each box of package.
- 8. All specifications and plans referred to in this order shall form a part of the contract.
- 9. Vendor warrants articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purpose manufactured, merchantable, of good material and workmanship, and free from defect.
- 10. Purchase Orders will be paid only after all items on the order have been shipped and received and all invoices have been received by the Purchasing Agent.
- 11. Cash discount period on all invoices shall commence on the date correctly completed invoice(s) or shipment is received by the County of Mendocino, whichever is later. If an adjustment or damage occurs on a shipment subject to cash discount, discount will be taken effective on the date final approval is authorized. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the County warrant or check.
- 12. The County of Mendocino must pay California state and local tax, unless Purchase Order specifically indicates exemption.
- 13. The County of Mendocino is exempt from Federal Excise and Transportation taxes. Exemption certificate will be furnished upon request.
- 14. Liens: Vendors, by accepting this Purchase Order, warrants and represents that the goods, wares, or merchandise ordered herein are free and clear from all claims and liens of any nature.
- 15. Vendor shall hold the County of Mendocino, its officers, agents, servants, and employees harmless from liability of any nature of kind because of use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, articles or appliances furnished or used under this order, and agrees to defend, at its own expense, any and all action brought against the County of Mendocino of Vendor because of the unauthorized use of such articles.
- 16. By Board Resolution, any claim over six months old must be presented to the Board of Supervisors for payment approval.
- 17. Upon Vendor request, the County of Mendocino will pay up to 50% down prior to receiving the items and the remaining 50% will be paid after the items are delivered to the destination. In no instance shall the County of Mendocino pay more than 50% prior to receiving the items.

CHIEF EXECUTIVE OFFICE CENTRAL SVCS/PURCHASING DIV. 841 LOW GAP ROAD UKIAH, CA 95482 Phone (707) 234-6050



# Purchase Order

Fiscal Year 2017

Page 1

of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 00058140-00

ORIGINAL

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0 NEXTREQUEST CO 155 9TH ST SAN FRANCISCO, CA 94103 のエーロート

INFORMATION SERVICES INFORMATION SERVICES 501 LOW GAP ROAD ROOM 1440 UKIAH, CA 95482

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Instructions: This copy is to be forwarded to the Accounting Department immediately upon receipt of the material or services ordered herein. Hold report of partial shipment until order is completed unless partial payment is to be made for incomplete order. In case material is damaged in transit or service is unsatisfactory, please make note of the extent of damage or reason for dissatisfaction on this receiving report. Use reverse side if necessary.

Purchase Order Total \$6,893.00

**Department Voucher** 

CHIEF EXECUTIVE OFFICE CENTRAL SVCS/PURCHASING DIV. 841 LOW GAP ROAD UKIAH, CA 95482 Phone (707) 234-6050



## **Purchase Order**

Fiscal Year 2017

Page 1

of '

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 00058140-00

**ORIGINAL** 

0 NEXTREQUEST CO 155 9TH ST D SAN FRANCISCO, CA 94103 OH-P H

INFORMATION SERVICES INFORMATION SERVICES 501 LOW GAP ROAD ROOM 1440 UKIAH, CA 95482

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Partial Order	ACKNOWLEDGMENT	Purchase Order Total
Purchase Order Complete	Decelue	\$6,893.00



Bill To CHIEF EXECUTIVE OFFICE CENTRAL SVCS/PURCHASING DIV. 841 LOW GAP ROAD UKIAH, CA 95482

Requisition 00000080-00 FY 2017

Acct No: IS-862120 Review:

Buyer: sandovaj Status: Approved

Page 1

Vendor NEXTREQUEST CO 155 9TH ST

SAN FRANCISCO, CA 94103

Ship To INFORMATION SERVICES 501 LOW GAP ROAD ROOM 1440 UKIAH, CA 95482 INFO@NEXTREQUEST.COM

PO 58140

Date Ordered	Vendor Number	Date Required	Ship Via	Term	s	Department	
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	Authori	zed By:	Sigr	nature		Date:	



NextRequest Co. 155 9th St. San Francisco, CA 94103 founders@nextrequest.com nextrequest.com

BILL TO Mendocino County **Executive Office County Executive Office** 501 Low Gap Road Ukiah, CA 95482

DATE 07/06/2016

DUE DATE 08/05/2016

ACTIVITY	QTY	RATE	AMOUNT
NextRequest Annual subscription to public records management software: 8/1/16 through 7/31/17	1	6,893.00	6,893.00
	TOTAL DUE		\$6,893.00
			THANK YOU.

ACCOUNTS PAYABLE

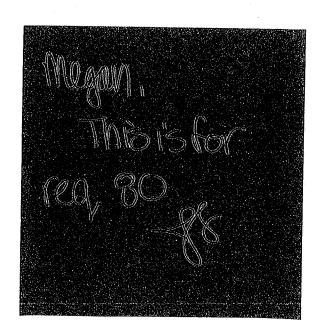
Vendor 35

Batch

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Org/Obj <u>IS-</u> 802170

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# **Deleted Claim**

Date: 1/26/16
To: CEU- Amanda From: Auditor's Office
The attached claim was deleted and returned for one or more of the following reasons:
Incorrect vendor number, please useInvoice requested for paymentDuplicate invoiceEmployee reimbursement (Please attach to Special Claim Form and send to GSA.)Need W9Over 6 months & over \$1000 needs CEO approvalOriginal invoice requiredNeed more information and/or backup.
Requires Auditor approval.
Please refer to Policy #1 and contact GSA.  Annual Software Subscription
Other Needs P.D Over \$2000.00
Please call 234-6860 if you have any questions. Thank you.
× 6862
× 6862 Margaret

## **Deleted Claim**

Date: 7/26/16
To: CEU- Amanda From: Auditor's Office
The attached claim was deleted and returned for one or more of the following reasons:
Incorrect vendor number, please useInvoice requested for paymentDuplicate invoiceEmployee reimbursement (Please attach to
Special Claim Form and send to GSA.)Need W9.
Over 6 months & over \$1000 needs CEO approvalOriginal invoice required.
Need more information and/or backupRequires Auditor approval.
Please refer to Policy #1 and contact GSA.  Annual Software Subscription  Other Needs P.D Over \$2000.00
Other rices 1.0. Over \$200.5
Please call 234-6860 if you have any questions. Thank you.
x 6862
Margaret

CHIEF EXECUTIVE OFFICE CENTRAL SVCS/PURCHASING DIV. 841 LOW GAP ROAD UKIAH, CA 95482 Phone (707) 234-6050



## **Purchase Order**

Fiscal Year 2017

Page 1

of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order #

00058140-00

### **ORIGINAL**

Revisions 000 Expiration Date 06/30/2017 Fiscal Code N

Fiscal Period 02

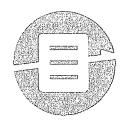
**NEXTREQUEST CO** 155 9TH ST SAN FRANCISCO, CA 94103

INFORMATION SERVICES INFORMATION SERVICES **501 LOW GAP ROAD ROOM 1440 UKIAH, CA 95482** 

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NextRequest Co. 155 9th St. San Francisco, CA 94103 founders@nextrequest.com nextrequest.com

BILL TO Mendocino County **Executive Office** County Executive Office 501 Low Gap Road Ukiah, CA 95482

DATE 07/06/2016 PREASE PAY 96,898,00

DUE DATE 08/05/2016

ACTIVITY	QTY	RATE	AMOUNT
NextRequest Annual subscription to public records man 8/1/16 through 7/31/17	t 1 agement software:	6,893.00	6,893.00

\$6,893.00 TOTAL DUE

THANK YOU.

S PAYABLE

Vendor

Batch

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CK lun