

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



**COUNTY OF MENDOCINO**  
**ORIGINAL**

# Purchase Order

Fiscal Year 2017 Page 1 of 1

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

Purchase Order # **00058140-00**

**VENDOR**  
 0  
**NEXTREQUEST CO**  
**155 9TH ST**  
**SAN FRANCISCO, CA 94103**

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

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				80			
Date Ordered		Vendor Number		Date Required		Department/Location	
08/16/2016		35827					
Freight Method/Terms							
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price		
1	PER ATTACHED INVOICE NO. 1039  PO Requisitioner Name: Jesica Sandoval  NEXTREQUEST ANNUAL SUBSCRIPTION TO PUBLIC RECORDS MANAGEMENT SOFTWARE: 8/1/16 THROUGH 7/31/17  1100-01-110-1960-000-00-000000-000000-862120-	1.0	EA	\$6,893.00000	\$6,893.00		
					6,893.00		

By *Carmel J. Ayler*  
 Chief Executive Officer / Purchasing Agent

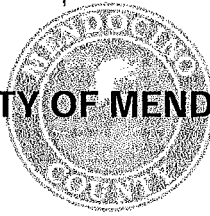
**Purchasing Copy**

**Purchase Order Total**

**\$6,893.00**

PURCHASING DEPARTMENT  
CHIEF EXECUTIVE OFFICE  
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ORIGINAL

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Fiscal Year 2017 Page 1 of 1

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Purchase Order # **00058140-00**

**VENDOR**  
0  
NEXTREQUEST CO  
155 9TH ST  
SAN FRANCISCO, CA 94103

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

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference			
				80					
Date Ordered		Vendor Number		Date Required		Freight Method/Terms		Department/Location	
08/16/2016		35827							
Item#	Description/Part No.				Qty	UOM	Quantity Received	Received By	
	PER ATTACHED INVOICE NO. 1039								
	PO Requisitioner Name: Jessica Sandoval								
1	NEXTREQUEST ANNUAL SUBSCRIPTION TO PUBLIC RECORDS MANAGEMENT SOFTWARE: 8/1/16 THROUGH 7/31/17				1.0	EA			

☐ Partial Order

☒ Purchase Order Complete

ACKNOWLEDGMENT

Receiver

Date

Purchase Order Total

\$6,893.00

**PURCHASING DEPARTMENT**  
**CHIEF EXECUTIVE OFFICE**  
**CENTRAL SVCS/PURCHASING DIV.**  
**841 LOW GAP ROAD**  
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**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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 NEXTREQUEST CO  
 155 9TH ST  
 SAN FRANCISCO, CA 94103

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

Vendor Phone Number		Vendor Fax Number		Requisition Number 80		Delivery Reference	
Date Ordered 08/16/2016	Vendor Number 35827	Date Required	Freight Method/Terms			Department/Location	
Item#	Description/Part No.			Qty	UOM	Unit Price	Extended Price
1	PER ATTACHED INVOICE NO. 1039  PO Requisitioner Name: Jesica Sandoval  NEXTREQUEST ANNUAL SUBSCRIPTION TO PUBLIC RECORDS MANAGEMENT SOFTWARE: 8/1/16 THROUGH 7/31/17			1.0	EA	\$6,893.00000	\$6,893.00

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

By *Carmel J. Ayler*  
 Chief Executive Officer / Purchasing Agent

**Vendor Copy**

**Purchase Order Total**

**\$6,893.00**

**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 be 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.

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

**COUNTY OF MENDOCINO**



**ORIGINAL**

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

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

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				80			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Department/Location	
08/16/2016	35827						
Item#	Description/Part No.			Qty	UOM	Unit Price	Extended Price
	PER ATTACHED INVOICE NO. 1039						
	PO Requisitioner Name: Jesica Sandoval						
1	NEXTREQUEST ANNUAL SUBSCRIPTION TO PUBLIC RECORDS MANAGEMENT SOFTWARE: 8/1/16 THROUGH 7/31/17			1.0	EA	\$6,893.00000	\$6,893.00
	1100-01-110-1960-000-00-000000-000000-862120-						6,893.00

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.

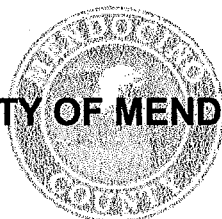
**Department Voucher**

**Purchase Order Total**

**\$6,893.00**

**PURCHASING DEPARTMENT**  
CHIEF EXECUTIVE OFFICE  
CENTRAL SVCS/PURCHASING DIV.  
841 LOW GAP ROAD  
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**COUNTY OF MENDOCINO**



**ORIGINAL**

**Purchase Order**

Fiscal Year 2017 Page 1 of 1

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

Purchase Order # **00058140-00**

**VENDOR**  
0  
NEXTREQUEST CO  
155 9TH ST  
SAN FRANCISCO, CA 94103

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

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference			
				80					
Date Ordered		Vendor Number		Date Required		Freight Method/Terms		Department/Location	
08/16/2016		35827							
Item#	Description/Part No.				Qty	UOM	Quantity Received	Received By	
	PER ATTACHED INVOICE NO. 1039								
	PO Requisitioner Name: Jessica Sandoval								
1	NEXTREQUEST ANNUAL SUBSCRIPTION TO PUBLIC RECORDS MANAGEMENT SOFTWARE: 8/1/16 THROUGH 7/31/17				1.0	EA			

☐

Partial Order

**ACKNOWLEDGMENT**

☐

Purchase Order Complete

Receiver

Date

**Purchase Order Total**

**\$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

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

SAN FRANCISCO, CA 94103

PO 58140

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
08/12/16	035827				INFORMATION SERVICES

LN Description / Account	Qty	Unit Price	Net Price
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Vendor Sourcing Notes

001 PER ATTACHED INVOICE NO. 1039 NEXTREQUEST ANNUAL SUBSCRIPTION TO PUBLIC RECORDS MANAGEMENT SOFTWARE: 8/1/16 THROUGH 7/31/17 Manufacturer: NEXTREQUEST CO. Vendor Item No.: ANNUAL SERV LEV AGMT	1.00 EA	6893.00000	6893.00
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The Above Line Item Is For Department: EO

1 IS-862120 6893.00  
Requisition Link

Requisition Total 6893.00

\*\*\*\*\* General Ledger Summary Section \*\*\*\*\*

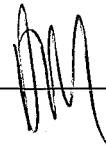
Account	Amount	Remaining Budget
IS-862120	6893.00	643493.66
INFORMATION SERVICES		
MAINTENANCE-EQUIPMENT		

\*\*\*\*\* Approval/Conversion Info \*\*\*\*\*

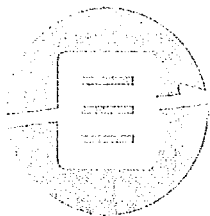
Activity	Date	Clerk	Comment
Approved	08/12/16	David Mendez	Auto approved by: sniderc
Approved	08/12/16	Cody Snider	

Authorized By: \_\_\_\_\_

Signature



Date: \_\_\_\_\_



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

Invoice 1039

**BILL TO**

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

DATE  
07/06/2016

PLEASE PAY  
\$6,893.00

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.

1039  
ACCOUNTS PAYABLE

Vendor 35827

Batch \_\_\_\_\_

Document \_\_\_\_\_

Org/Obj IS - 8602170

ck lun

ok

7.13.14

Megan,  
This is for  
req 80  
js



## Deleted Claim

Date: 7/26/16

To: CEO - Amanda

From: Auditor's Office

The attached claim was deleted and returned for one or more of the following reasons:

- ☐ Incorrect vendor number, please use \_\_\_\_\_.
- ☐ Invoice requested for payment.
- ☐ Duplicate invoice
- ☐ Employee reimbursement (Please attach to Special Claim Form and send to GSA.)
- ☐ Need W9.
- ☐ Over 6 months & over \$1000 needs CEO approval.
- ☐ Original invoice required.
- ☐ Need more information and/or backup.
- ☐ Requires Auditor approval.
- ☒ Please refer to Policy #1 and contact GSA.  
Annual Software Subscription
- ☒ Other needs P.O. - over \$2000.00

Please call 234-6860 if you have any questions. Thank you.

x 6862  
Margaret

## Deleted Claim

Date: 7/26/16

To: CEO - Amanda

From: Auditor's Office

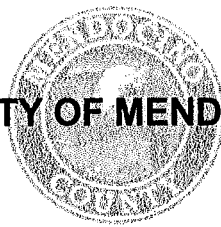
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- ☐ Duplicate invoice
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Annual Software Subscription
- ☒ Other needs P.D. - over \$2000.00

Please call 234-6860 if you have any questions. Thank you.

x 6862  
Margaret

**COUNTY OF MENDOCINO**



Fiscal Year 2017 Page 1 of 1

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PACKAGES AND SHIPPING PAPERS.

Purchase Order # 00058140-00

**VENDOR**

SHIP TO

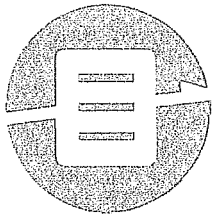
Vendor Phone Number		Vendor Fax Number		Requisition Number 80		Delivery Reference	
Date Ordered 08/16/2016	Vendor Number 35827	Date Required	Freight Method/Terms			Department/Location	
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price		
1	<p><i>PER ATTACHED INVOICE NO. 1039</i></p> <p>PO Requisitioner Name: Jesica Sandoval</p> <p>NEXTREQUEST ANNUAL SUBSCRIPTION TO PUBLIC RECORDS MANAGEMENT SOFTWARE: 8/1/16 THROUGH 7/31/17</p> <p><b>IS - 862120 \$6,893.00</b></p> <p>INV No. <u>1039</u></p> <p>MUNIS DOC No. <u>1960000436</u></p> <p>INT <u>mm</u> PROCESS DATE <u>8.22.16</u></p>	1.0	EA	\$6,893.00000	\$6,893.00		

For Accounting Use ONLY!

Invoice Date 7/6/16 Invoice Amount \$ 6893.00

Date invoice will be paid 9/1/16

Sales Tax	
Discount	
Freight	
Order Total	<b>\$6,893.00</b>



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

Invoice 1039

**BILL TO**

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

DATE  
07/06/2016

PLEASE PAY  
\$6,893.00

DUE DATE  
08/05/2016

ACTIVITY	QTY	RATE	AMOUNT
<b>NextRequest</b> 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.

1039  
ACCOUNTS PAYABLE

Vendor 35827  
Batch 5010  
Documen 196000436  
Org/Obj IS - 862170  
ck lun

ok  
7.13.16