



Office of Executive Vice President
Felipe R. Lopez
Executive Vice President of Business Services /
Assistant Superintendent

April 4, 2023

VIA E-MAIL ONLY

apark0006@student.cerritos.edu

Amy Parker

Re: California Public Records Act Request

Dear Ms. Parker,

This correspondence constitutes the Cerritos Community College District's ("District") response to your California Public Records Act ("CPRA") request received by the District via email on March 26, 2023. Specifically, you requested

"..... an electronic copy of Purchase Order PO1-64360-02210-APO230000001-3-Modification, as approved on January 13, 2023 and ratified by the Board of Trustees on March 22, 2023."

Under the CPRA, a "public record" is defined as, "any writing containing information related to the conduct of the people's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." (Government Code § 6252(e)).

The District has determined that your request identified public records in the possession of the District. (Government Code section 6253, subsection (c)).

Attached please find PO1-64360-02210-APO230000001-3 (attached).

Please feel free to contact me if you have any questions regarding the above.

Sincerely,

Felipe R Lopez, MBA
Executive Vice President of Business Services/
Assistant Superintendent

Cerritos Community College District

11110 Alondra Blvd., Norwalk, CA 90650 | Office (562) 860-2451 | www.cerritos.edu



SHIP TO:
 District Warehouse
 11051 166th Street
 Cerritos, CA 90703
 (Mon.-Fri.) 8:00 AM to 3:00 PM

BILL TO:
 Cerritos College
 Accounts Payable
 11110 Alondra Blvd
 Norwalk, CA 90650



PO1-64360-02210-APO230000001-3

Final
PURCHASE ORDER NO
PO1-APO230000001

CHANGE ORDER : 2

VENDOR: 000004461 AMAZON.COM SERVICES, INC. AMAZON CAPITAL SERVICES P.O. BOX 035184 SEATTLE, WA 98124-5184 VENDOR CONTACT: No Contact	ISSUE DATE 01/13/2023	DUE DATE	BUYER NAME Mayra Radillo	SPECIAL INSTRUCTIONS: <ul style="list-style-type: none"> ● This PO number must appear on all packing slips, shipping documents, packages, and invoices. ● District shall make payments on a Net-30 day basis. ● Delivery Hours: Monday - Thursday 8:00 am - 3:00 pm. No Deliveries Accepted on Fridays.
	VENDOR PHONE	PO TERMS	BUYER PHONE (562) 860-2451	
	VENDOR FAX	SHIP VIA	BUYER FAX	
	VENDOR EMAIL	FOB	BUYER EMAIL mradillo@cerritos.edu	

Line	Commodity Code	Commodity Description	Quantity	UOM	Unit Price	Total Line Amount
1	95121501	Total Annual Purchases Shall Not Exceed ADDITIONAL COMMODITY INFORMATION: Authorized ordering agents: Patrick O'Donnell Javier Banuelos Vikki Stevens	0.00000		0.000000	\$16,000.00

WAREHOUSE INSTRUCTIONS:
 INFORMATION TECHNOLOGY

Issuer: Victoria Stevens

Requestor: Victoria Stevens

Sub Total: \$16,000.00
Tax Total: \$0.00
Freight Total: \$0.00
Total PO Amount: \$16,000.00

REASON FOR MODIFICATION

Increase Purchase Order from \$8,000 to \$16,000

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POI-64360-02210-APO230000001-3

Final

PURCHASE ORDER NO

PO1-APO230000001

CHANGE ORDER : 2

TERMS AND CONDITIONS/COMMENTS:

2022-2023 ANNUAL PURCHASE ORDER

THIS PURCHASE ORDER IS ISSUED FOR THE PURPOSE OF THE SUPPLIES INDICATED BELOW:

A. PERIOD OF PERFORMANCE

THIS PURCHASE ORDER SHALL BE IN EFFECT JULY 1, 2022 THROUGH JUNE 30, 2023.

B. SERVICE

VENDOR SHALL PROVIDE SUPPLIES AS SPECIFIED ON INDIVIDUAL ORDERS.

C. RESTRICTIONS ON ORDERS

NO FURNITURE OR EQUIPMENT PURCHASES ARE ALLOWED.

D. TOTAL ANNUAL PURCHASES

THE GRAND TOTAL OF THE ANNUAL PURCHASES SHALL NOT EXCEED THE AMOUNT SPECIFIED.

THIS AMOUNT REPRESENTS THE DISTRICT'S ESTIMATED REQUIREMENT FOR THE SPECIFIED SUPPLIES, BUT SHALL NOT BE CONSTRUED AS A FIRM OBLIGATION OF THE DISTRICT.

E. AUTHORIZED ORDERING AGENTS

THE FOLLOWING COLLEGE EMPLOYEES ARE AUTHORIZED TO PLACE ORDERS: SEE ABOVE FOR LIST OF AGENTS.

F. PRICING

THE VENDOR WARRANTS THAT PRICES CHARGED FOR SUPPLIES ORDERED ON THIS PURCHASE ORDER SHALL NOT EXCEED THOSE CHARGED TO VENDOR'S MOST FAVORED CUSTOMERS PURCHASING THE SAME ITEMS IN LIKE QUANTITIES.

The District's Terms and Conditions for goods and/or services is subject to these Terms and Conditions (the "Terms and Conditions") as posted on the District's website at https://www.cerritos.edu/purchasing/_includes/docs/Form_PO_Ts_and-Cs_2021-10-18_STANDARD_ua.pdf and are fully and completely incorporated into this Purchase Order by this reference. By accepting and executing the Purchase Order, the Vendor/Contractor hereby accepts all provisions within the Terms and Conditions and agrees to comply with any and all requirements set forth or established in the Terms and Conditions as part of this Purchase Order. This Purchase Order, along with the Terms and Conditions, constitutes a legally binding contract between the District and Vendor/Contractor. Failure by Vendor/Contractor to meet and comply with all provisions in the Terms and Conditions shall constitute a breach of this Purchase Order.

Mark Logan

AUTHORIZED/APPROVAL SIGNATURE

Date/Time: 01/13/2023 06:59:59 AM

For Internal Use Only:

01.0-00000.0-00000-6780000-4550-02210 - \$16,000.00

Requisition IDs Referenced:

XREQ-230000000001