

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.9  
(ID # 17583)

**MEETING DATE:**

Tuesday, December 07, 2021

**FROM :** EMERGENCY MANAGEMENT DEPARTMENT:

**SUBJECT:** EMERGENCY MANAGEMENT DEPARTMENT: Ratify and Approve Hotel/Motel Voucher Program Agreements and Associated Purchase Orders for the Riverside County Stay at Home Program Funded by the Project Roomkey Program and Authorized Under the Emergency Procurement Order During the COVID-19 Emergency Response; All Districts. [FY20/21 Total \$5,991,812 -100% Federal Funds]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve the Riverside County Stay at Home Program Hotel/Motel Voucher Agreements and associated Purchase Orders ("Hotel/Motel Voucher Agreements") with the motels and hotels listed in Table A for the Project Roomkey Program authorized under the Emergency Procurement Order during the COVID-19 response for the period of July 1, 2020 through December 30, 2020; and
2. Authorize the Chair of the Board to sign the Hotel/Motel Voucher Agreements on behalf of the County.

**ACTION:Policy**



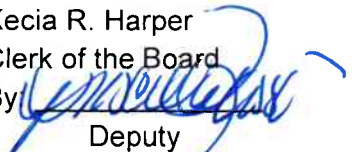
Bruce Barton, EMD Director 11/5/2021

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: December 7, 2021  
xc: EMD

Kecia R. Harper  
Clerk of the Board  
By   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A
<b>NET COUNTY COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A
<b>SOURCE OF FUNDS: 100% Federal Funds</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 20/21</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

EMD is requesting that the Board of Supervisors ratify the Riverside County Stay at Home Hotel/Motel Voucher Program Agreements and associated purchase orders for the Project Roomkey Program which was operational during the period May 2020 to December 30, 2020 due to the Coronavirus pandemic.

The County Public Health Officer proclaimed a Public Health Emergency on March 8, 2020, and the Board of Supervisors ratified the Public Health Emergency and proclaimed a Local Emergency on March 10, 2020. The County Executive Officer/Director of Emergency Services issued an Emergency Procurement order on March 26, 2020 under the authority of Ordinance Nos. 442, 459, and 533 suspending the competitive bidding process for necessary goods and services. This order remained in effect until May 12, 2021. The Emergency Operations Center (EOC) and Executive Policy Group worked together to ensure the proper resources were procured to supply response operations, partner agencies and our communities in order to save lives and reduce the impacts of COVID-19.

The County moved swiftly and decisively to deploy staff to the EOC and activated the Mass Care and Shelter Branch to work with County agencies to respond to needs of vulnerable communities. To meet the time critical demand for provision of shelter to vulnerable populations, the Project Roomkey Program was launched by the State and was implemented by the Mass Care and Shelter Branch. Local hotels and motels were asked to participate to provide non-congregant shelter for homeless and vulnerable individuals. Housing Authority of the County of Riverside coordinated the program. At the start of the Program, agreements were created and were sent to vendors for signature and purchase orders were created immediately. During the COVID response, EMD was assigned as the operating budget by the Executive Office and paid all Project Roomkey invoices. Since the deactivation of the EOC, EMD has been bringing any agreements or purchase orders to the Board for ratification that surpassed \$100,000 while the Emergency Procurement Order was in effect.

**Impact on Residents and Businesses**

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

The Project Roomkey Program enabled vulnerable residents to be housed during the Coronavirus pandemic. Local hotel and motels also benefited from the program as they could provide lodging while their businesses were impacted by the public health orders.

**Additional Fiscal Information**

The Project Roomkey Program is reimbursable 100% by federal funds. Table A lists the actual amount expended for Project Roomkey for each hotel, which might be less than the amount of funds encumbered with the Purchase Order. All vendors have been paid in full.

**Contract History and Price Reasonableness**

The Project Roomkey Program guidelines from the State were followed in developing the program. Flat rates were set with each hotel/motel so that there would be no variation due to weekend/holiday stays. All participating providers agreed to these terms.

**ATTACHMENTS**

**TABLE A**

List of Attached Voucher Agreements/Purchase Order Amounts Paid to  
Hotels/Motels for the Project Roomkey Program

Area	Hotel/Motel	PO No.	FY20/21 Total
Project Roomkey - Desert Area	Adara Hotel Palm Springs	EMARC-1473	113,827.00
Project Roomkey - West & SW	American Inn	EMARC-1362	101,895.00
Project Roomkey - Pass Area	California Budget Motel	EMARC-1348	144,525.00
Project Roomkey - Pass Area	Country Inn	EMARC-1347	133,660.00
Project Roomkey - West & SW	Days Inn Riverside	EMARC-1333	245,109.00
Project Roomkey - Desert Area	Desert Lodge	EMARC-1528	411,762.50
Project Roomkey - West & SW	Dynamic Hospitality Corporation (dba Days Inn Riverside)	EMARC-1428	522,235.00
Project Roomkey - West & SW	Econolodge Inn & Suites	EMARC-1352	629,080.00
Project Roomkey - West & SW	Fairfield Inn & Suites Norco	EMARC-1398	


**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

			123,902.00
Project Roomkey - West & SW	Lake Elsinore Lodge & Hot Springs	EMARC-1354	236,130.00
Project Roomkey - Desert Area	Mauna Loa Motel	EMARC-1364	126,810.00
Project Roomkey - Desert Area	Musicland Hotel	EMARC-1349	308,140.00
Project Roomkey - West & SW	Palm View Motel	EMARC-1356	123,675.00
Project Roomkey - Desert Area	Quality Inn Palm Springs	EMARC-1366	760,762.50
Project Roomkey - West & SW	Riverside Inn and Suites	EMARC-1357	129,525.00
Project Roomkey - Desert Area	Rodeway Inn & Suites (Indio)	EMARC-1287	180,340.00
Project Roomkey - Desert Area	Royal Plaza Inn	EMARC-1361	124,170.00
Project Roomkey - Pass Area	San Jacinto Inn	EMARC-1360	130,070.00
Project Roomkey - Pass Area	Travel Inn	EMARC-1397	261,834.58
Project Roomkey - Pass Area	Travelodge - Hemet	EMARC-1595; EMARC-1339	575,635.00
Project Roomkey - West & SW	Welcome Inn	EMARC-1359	106,065.00
Project Roomkey - Desert Area	Western Sands Motel	EMARC-1342	248,150.00
Project Roomkey - Desert Area	YEH Dynasty Entertainment LLC (dba Hyundai Hotel)	EMARC-1278	254,509.00

**Grand Total: 5,991,811.58**



SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA



Suzanne Mackley, Assistant Director of Purchasing and Fleet Service

11/18/2021



Rebecca S. Cortez, Principal Management Analyst

11/18/2021



Gregory V. Priamos, Director County Counsel

11/18/2021



Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 6/24/20, between The Housing Authority of the County of Riverside and Adara Hotel, 1450 S Palm Canyon Dr, Palm Springs, CA 92264  
Hotel/Motel Contact person: Dan Patel

The agreed upon price for occupancy will be a daily rate of \$85 single bed, 95 double, 10 pet fee; NO PETS/NO SMOKING  
or a weekly rate of \$595-\$665 plus applicable pet fees. There will be no increase of rate for  
weekends and/or holidays.

The contact person currently from The Housing Authority of the County of Riverside will be  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave, Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Adara Hotel.

Hotel/Motel Representative Signature: DMP Date: 7/5/20

Housing Authority Representative Signature: [Signature] Date: 6/24/20



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001473	<b>Date</b> 2020-08-10	<b>Revision</b> 3 - 2021-02-17
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237762  
Adara Hotel Palm Springs  
1450 S Palm Canyon Dr  
Palm Springs CA 92264  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Coachella Valley & Desert Regions of Riverside County)		113827.00	MMO	1.00	113827.00	10/09/2020

**Schedule Total** 113827.00

**Item Total** 97130 113827.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001473	<b>Date</b> 2020-08-10	<b>Revision</b> 3 - 2021-02-17
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237762  
Adara Hotel Palm Springs  
1450 S Palm Canyon Dr  
Palm Springs CA 92264  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

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PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 1 - SLH - 9/14/2020  
Increased PO # 1473 by \$90,000 (from \$10,000 to \$100,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH - 2/10/2021  
Increased PO # 1473 by \$13,327 (from \$100,000 to \$113,327)  
Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001473	<b>Date</b> 2020-08-10	<b>Revision</b> 3 - 2021-02-17
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237762  
Adara Hotel Palm Springs  
1450 S Palm Canyon Dr  
Palm Springs CA 92264  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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CHANGE ORDER # 3 - SLH - 2/17/2021

Increased PO # 1473 by \$500 (from \$113,327 to \$113,827)

Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/17/2021

**Total PO Amount**

113827.00

Authorized Signature



**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



# COUNTY OF RIVERSIDE CALIFORNIA

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

**MAY 19, 2020**

This agreement is entered in to on \_\_\_\_\_, between The Housing Authority of the County of Riverside and AMERICAN INN

Hotel/Motel Contact person: MINESH HIRPARA (MIKE)

The agreed upon price for occupancy will be a daily rate of \$ 85 -; or a weekly rate of \$ N/A. There will be **no increase of rate for weekends and/or holidays.**

The contact person currently from The Housing Authority of the County of Riverside will be: Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
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I have read and agree to the terms between The Housing Authority of the County of Riverside and AMERICAN INN

Hotel/Motel Representative Signature: [Signature] Date: 05-19-2020

Housing Authority Representative Signature: [Signature] Date: 5/26/20

**NOTE: PET FEE WILL BE EXTRA \$10 PER NIGHT  
RATE IS FOR 1 OR 2 PEOPLE, ONE BED ONLY (\$85)**





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

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7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001362	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000098171  
American Inn  
11057 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (West & Southwest regions of Riverside County)		101895.00	MMO	1.00	101895.00	09/13/2020

**Schedule Total** 101895.00  
**Item Total** 97130 101895.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001362	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000098171  
American Inn  
11057 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 2 - SLH - 9/14/2020  
Increased PO # 1362 by \$283,065 (from \$10,000 to \$75,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 1 - SLH, 9/04/2020  
Adjusted per spreadsheet provided by Jasmin Sanchez (Housing Specialist II) to increase by \$8,130 (from \$1,870 to \$10,000)

CHANGE ORDER # 3 - SLH - 1/22/2021  
Increased PO # 1362 by \$25,000 (from \$75,000 to \$100,000)

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001362	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000098171  
American Inn  
11057 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 4 - SLH - 2/10/2021

Increased PO # 1473 by \$1,895 (from \$100,000 to \$101,895)

Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021

**Total PO Amount**

101895.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



# COUNTY OF RIVERSIDE CALIFORNIA

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on 5/21/2020, between The Housing Authority of the County of Riverside and California Budget Motel  
Hotel/Motel Contact person: Mike

The agreed upon price for occupancy will be a daily rate of \$ 85/1 bed; or a weekly rate of \$ 595/1 bed. There will be no increase of rate for weekends and/or holidays.  
\$ 100 for 2 Bed \$700 for 2 bed

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and California Budget Motel

Hotel/Motel Representative Signature: [Signature] Date: 05/21/2020

Housing Authority Representative Signature: [Signature] Date: 5/26/20





# COUNTY OF RIVERSIDE

Page: 1 of 3

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
EMARC-0000001348	2020-07-15	2 - 2020-09-14
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000234212  
California Budget Motel  
2780 W Florida Ave  
Hemet CA 92545  
United States

Ship To: 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Pass Area/Mid-County Region)		200000.00	MMO	1.00	200000.00	09/13/2020
Schedule Total						200000.00	
Item Total 97130						200000.00	

CHANGE ORDER # 2 - SLH - 9/14/2020  
Increased PO # 1348 by \$127,195 (from \$72,805 to \$200,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 1 - SLH, 8/25/2020  
Request to Increase by \$48,225 (from \$24,580 to \$72,805)

From: Vernon, Emma  
Sent: Tuesday, August 25, 2020 1:55 PM  
To: Haddon, Scott <SHaddon@RIVCO.ORG>  
Cc: Sanchez, Jasmin <JasminSanchez@rivco.org>; Dillard, Marcus <MDillard@RIVCO.ORG>  
Subject: PO 1348 - California Budget Motel  
Importance: High

Hello,

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001348	<b>Date</b> 2020-07-15	<b>Revision</b> 2 - 2020-09-14
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000234212  
California Budget Motel  
2780 W Florida Ave  
Hemet CA 92545  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt? N**

**Tax Exempt ID:**

**Replenishment Option: Standard**

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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Requesting an increase for PO 1348.  
PO balance: \$375.00  
Invoices total: \$48,600.00  
Increase PO: \$48,225.00

Thank you,  
Emma Vernon  
Office Assistant III/Accounts Payable  
Business & Finance Division  
Emergency Management Department  
4210 Riverwalk Pkwy., Suite 320  
Riverside, CA 92505  
☎ (951) 955-4720 Direct Line  
✉ EVernon@rivco.org  
Off: Non-Payday Friday  
Mail Stop: 3942

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being

Authorized Signature





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001348	<b>Date</b> 2020-07-15	<b>Revision</b> 2 - 2020-09-14
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000234212  
California Budget Motel  
2780 W Florida Ave  
Hemet CA 92545  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date

paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

Total PO Amount

200000.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

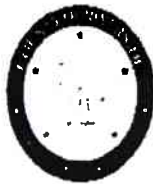
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



## COUNTY OF RIVERSIDE

Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 5/19/20, between The Housing Authority of the County of Riverside and COUNTRY INN  
Hotel/Motel Contact person: NTV. MANANT

The agreed upon price for occupancy will be a daily rate of \$85.00; or a weekly rate of \$595.00. There will be no increase of rate for weekends and/or holidays.

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
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5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and COUNTRY INN.

Hotel/Motel Representative Signature: [Signature] Date: 5/19/2020

Housing Authority Representative Signature: [Signature] Date: 5/19/2020



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001347	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2020-10-28
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000160440  
Country Inn  
932 E Ramsey St  
Banning CA 92220  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Pass Area & Mid-County Regions of Riverside County)		150000.00	MMO	1.00	150000.00	09/13/2020
<b>Schedule Total</b>						150000.00	
<b>Item Total 97130</b>						150000.00	

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001347	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2020-10-28
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000160440  
Country Inn  
932 E Ramsey St  
Banning CA 92220  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by:  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: [SHaddon@rivco.org](mailto:SHaddon@rivco.org)  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 3 - SLH - 10/28/2020  
Increased PO # 1347 by \$50,000 (from \$100,000 to \$150,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH - 9/14/2020  
Increased PO # 1347 by \$62,770 (from \$37,230 to \$100,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 1 - SLH, 7/23/2020  
Requested from Emma Vernon (EMD Office Assistant III) and Cindy Ramos-Corner (Behavior Health Department) to increase by \$10,200 (from \$5,015 to \$15,215)

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

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5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001347	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2020-10-28
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000160440  
Country Inn  
932 E Ramsey St  
Banning CA 92220  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt? N**

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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CHANGE # 2 - SLH, 8/26/2020  
Request to Increase by \$22,015 (from \$15,215 to \$37,230)

From: Vernon, Emma  
Sent: Tuesday, August 25, 2020 2:31 PM  
To: Haddon, Scott <SHaddon@RIVCO.ORG>  
Cc: Sanchez, Jasmin <JasminSanchez@rivco.org>; Dillard, Marcus  
<MDillard@RIVCO.ORG>; Hays, Nadine A <NAHays@RIVCO.ORG>  
Subject: PO 1347 - Country Inn  
Importance: High

Requesting a PO increase to process invoices totaling the amount of \$22,015.00

Thank you,  
Emma Vernon  
Office Assistant III/Accounts Payable  
Business & Finance Division  
Emergency Management Department  
4210 Riverwalk Pkwy., Suite 320  
Riverside, CA 92505  
t (951) 955-4720 Direct Line  
e EVernon@rivco.org  
Off: Non-Payday Friday  
Mail Stop: 3942

**Total PO Amount**

150000.00

**Authorized Signature**



**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel





Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 3/17/20, between The Housing Authority of the County of Riverside and (Days Inn 2625 10545 Magnolia Ave Riverside CA92505)  
Hotel/Motel Contact person: (Sandra, (951-643-3690) and Fax)

The agreed upon price for occupancy will be a daily rate of \$50-65; or a weekly rate of \$350-455. There will be **no increase of rate for weekends and/or holidays**.

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Sandra) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person. NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Days Inn 10545 Magnolia Ave. Riverside CA 92505

Hotel/Motel Representative Signature: Raj Berry Date: 3/31/20

Housing Authority Representative Signature: [Signature] Date: 5/26/20



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001333	<b>Date</b> 2020-07-15	<b>Revision</b> 5 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000236887  
Days Inn Riverside  
10545 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (West & Southwest locations)		254158.00	MMO	1.00	254158.00	09/13/2020

**Schedule Total** 254158.00

**Item Total** 97130 254158.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001333	<b>Date</b> 2020-07-15	<b>Revision</b> 5 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000236887  
Days Inn Riverside  
10545 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

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PO Approved by:  
Scott L. Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 4 - SLH, 11/24/2020  
Increase by \$69,305.00 (from \$175,000.00 to \$244,305.00)  
Emma Vernon & Jasmin Sanchez

CHANGE ORDER # 3 - SLH, 10/28/2020  
Increase by \$25,000.00 (from \$150,000.00 to \$175,000.00)

CHANGE ORDER # 2 - SLH, 9/01/2020  
Increase by \$61,345.00 (from \$88,655.00 to \$150,000.00)  
Per Jasmin Sanchez's updated motel payment spreadsheet for Project Room Key

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001333	<b>Date</b> 2020-07-15	<b>Revision</b> 5 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000236887  
Days Inn Riverside  
10545 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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CHANGE ORDER # 1 - SLH, 8/21/2020  
Increase by \$38,940.00 (from \$49,715.00 to \$88,655.00)

From: Vernon, Emma  
Sent: Thursday, August 20, 2020 1:16 PM  
To: Haddon, Scott <SHaddon@RIVCO.ORG>  
Subject: PO 1333 - Days Inn Riverside

Hi Scott,  
Please see below.

I would like to request a PO increase.  
Invoices totaling: \$38,940.00

Thank you,  
Emma Vernon  
Office Assistant III/Accounts Payable  
Business & Finance Division  
Emergency Management Department  
4210 Riverwalk Pkwy., Suite 320  
Riverside, CA 92505  
(951) 955-4720 Direct Line  
EVernon@rivco.org  
Off: Non-Payday Friday  
Mail Stop: 3942

CHANGE ORDER # 5 - SLH, 2/10/2021  
Increase by \$9,853.00 (from \$244,305.00 to \$254,158.00)  
Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021

Total PO Amount

254158.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



COUNTY OF RIVERSIDE  
CALIFORNIA

Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 05/19/20, between The Housing Authority of the County of Riverside and DESERT LODGE PALM SPRINGS, CA  
Hotel/Motel Contact person: HARRY / NICK

The agreed upon price for occupancy will be a daily rate of \$ 85.00 <sup>SINGLE & 2 BEDS \$100.00</sup>; or a weekly rate of \$ 0. There will be **no increase of rate for weekends and/or holidays.**

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and DESERT LODGE PALM SPRINGS, CA

Hotel/Motel Representative Signature: [Signature] Date: 05/19/20

Housing Authority Representative Signature: [Signature] Date: 5/26/20





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 2

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Dispatch Via Email		
<b>Purchase Order</b> EMARC-0000001528	<b>Date</b> 2020-09-29	<b>Revision</b>
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000198416  
Desert Lodge  
1177 S Palm Canyon Dr  
Palm Springs CA 92264  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Coachella Valley & Desert Regions of Riverside County)		500000.00	MMO	1.00	500000.00	11/28/2020
<b>Schedule Total</b>						500000.00	
<b>Item Total 97130</b>						500000.00	

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the

Authorized Signature





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 2

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Dispatch Via Email		
Purchase Order	Date	Revision
EMARC-0000001528	2020-09-29	
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000198416  
Desert Lodge  
1177 S Palm Canyon Dr  
Palm Springs CA 92264  
United States

Ship To: 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	--------	----------	-----	----------	--------------	----------

goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 1 - SLH - 9/14/2020  
Increased PO # 1474 by \$40,000 (from \$10,000 to \$50,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

Total PO Amount

500000.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



# COUNTY OF RIVERSIDE CALIFORNIA

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on 8-1-2020 between The Housing Authority of the County of Riverside and Days Inn of Riverside  
Hotel/Motel Contact person: Sandra

The agreed upon price for occupancy will be a daily rate of \$ Single bed - 70 / Double beds 85  
Single bed \$490 / \$495; or a weekly rate of Double beds  
There will be **no increase of rate for weekends and/or holidays.**

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Days Inn of Riverside

Hotel/Motel Representative Signature: Maburra SVH Date: 8-1-2020

Housing Authority Representative Signature: [Signature] Date: 8/6/20



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
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5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equilization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001428	<b>Date</b> 2020-07-28	<b>Revision</b> 3 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237683  
Dynamic Hospitality  
Corporation  
Days Inn Riverside / Tyler  
Mall  
10545 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (West & Southwest Regions of Riverside County)		527000.00	MMO	1.00	527000.00	09/26/2020

**Schedule Total** 527000.00

**Item Total** 97130 527000.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001428	<b>Date</b> 2020-07-28	<b>Revision</b> 3 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237683  
Dynamic Hospitality  
Corporation  
Days Inn Riverside / Tyler  
Mall  
10545 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 2 - SLH - 9/14/2020

Increased PO # 1428 by \$440,000 (from \$60,000 to \$500,000)

Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 1, SLH, 7/28/2020

Increase by \$40K (from \$20K to \$60K)

CHANGE ORDER # 3 - SLH - 2/10/2021

Increased PO # 1428 by \$27,000 (from \$500,000 to \$527,000)

Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001428	<b>Date</b> 2020-07-28	<b>Revision</b> 3 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237683  
Dynamic Hospitality  
Corporation  
Days Inn Riverside / Tyler  
Mall  
10545 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
Total PO Amount							527000.00

Authorized Signature



[EMARC-0000001428, Hotel/Motel Voucher Agreement – Dynamic Hospitality Corporation  
Days Inn Riverside / Tyler Mall]

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 5/19/20, between The Housing Authority of the County of Riverside and ECONOCLODGE INN & Suites, under SOMU Hospitality LLC  
Hotel/Motel Contact person: DANIEL PATEL

The agreed upon price for occupancy will be a daily rate of \$ 85.00; or a weekly rate of \$           . There will be **no increase of rate for weekends and/or holidays.**

\$15.00 per change (dogs only) per day, 15 per person over 4 in room

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and ECONOCLODGE INN & Suites

Hotel/Motel Representative Signature: [Signature] Date: 5/19/20

Housing Authority Representative Signature: [Signature] Date: 5/19/2020



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 4

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001352	<b>Date</b> 2020-07-15	<b>Revision</b> 7 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000179390  
Econolodge Inn & Suites  
11043 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (West & Southwest locations)		683640.00	MMO	1.00	683640.00	09/13/2020

**Schedule Total** 683640.00

**Item Total** 97130 683640.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanya Torno & Carrie Harmon (HHPWS)

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

**NOTE TO VENDOR:** Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

**PAYMENT TERMS** - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 4

## PURCHASE ORDER

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001352	<b>Date</b> 2020-07-15	<b>Revision</b> 7 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000179390  
Econolodge Inn & Suites  
11043 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt? N**

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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goods/services are received, whichever is later. Terms: Net 30.

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\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by:  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 3 - SLH - 10/28/2020  
Increased PO # 1352 by \$150,000 (from \$300,000 to \$450,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH - 9/14/2020  
Increased PO # 1352 by \$204,805 (from \$95,195 to \$300,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 1 - SLH, 8/26/2020

Authorized Signature



# COUNTY OF RIVERSIDE

Page: 3 of 4

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

## PURCHASE ORDER

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>
EMARC-0000001352	2020-07-15	7 - 2021-02-10
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
Net 30	FOB Destination, Freight Paid	BEST WAY
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>
Scott Haddon		USD

**Vendor:** 0000179390  
Econolodge Inn & Suites  
11043 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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Request to increase by \$53,095 (from \$42,100 to \$95,195)

From: Vernon, Emma  
Sent: Thursday, August 20, 2020 11:39 AM  
To: Haddon, Scott <SHaddon@RIVCO.ORG>  
Subject: PO 1352 - Econolodge

Good morning Scott,  
Requesting a PO increase.  
PO Balance is: \$255.00  
Invoices totaling: \$53,350.00  
Increase: \$53,095.00

Thank you,  
Emma Vernon  
Office Assistant III/Accounts Payable  
Business & Finance Division  
Emergency Management Department  
4210 Riverwalk Pkwy., Suite 320  
Riverside, CA 92505  
(951) 955-4720 Direct Line  
EVernon@rivco.org  
Off: Non-Payday Friday  
Mail Stop: 3942

CHANGE ORDER # 4 - SLH - 1/22/2021  
Increased PO # 1352 by \$25,000 (from \$450,000 to \$475,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 4 of 4

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
EMARC-0000001352	2020-07-15	7 - 2021-02-10
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000179390  
Econolodge Inn & Suites  
11043 Magnolia Ave  
Riverside CA 92505  
United States

Ship To: 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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CHANGE ORDER # 5 - SLH - 2/03/2021  
Increased PO # 1352 by \$60,000 (from \$475,000 to \$535,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 6 - SLH - 2/09/2021  
Increased PO # 1352 by \$52,295 (from \$535,000 to \$587,295)  
Requested by Emma Vernon (EMD's Office Assistant III/Accounts Payable)

CHANGE ORDER # 7 - SLH - 2/10/2021  
Increased PO # 1352 by \$96,345 (from \$587,295 to \$683,640)  
Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021

Total PO Amount

683640.00

Authorized Signature



**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



## COUNTY OF RIVERSIDE

### Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on April 29, 2020, between The Housing Authority of the County of Riverside and Fairfield Inn & Suites by Marriott Riverside Corona/Norco

Hotel/Motel Contact person: Brian Gilman, Director of Sales, 714-833-4399

The agreed upon price for occupancy will be a daily rate of \$82 inclusive of all taxes and fees; or a weekly rate of \$572.00 inclusive of all taxes and fees. There will be **no increase of rate for weekends and/or holidays**.

The contact person currently from The Housing Authority of the County of Riverside will be: Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Fairfield Inn & Suites by Marriott Riverside Corona/Norco.

Hotel/Motel Representative Signature: Brian Gilman Date: 4/29/2020

Housing Authority Representative Signature: [Signature] Date: 4/30/2020



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 2

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>
EMARC-0000001398	2020-07-22	2 - 2020-10-28
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
Net 30	FOB Destination, Freight Paid	BEST WAY
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>
Scott Haddon		USD

**Vendor:** 0000237559  
Fairfield Inn & Suites Norco  
3441 Hamner Ave  
Norco CA 92860  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (West & Southwest Region)		292004.00	MMO	1.00	292004.00	09/20/2020
<b>Schedule Total</b>						292004.00	
<b>Item Total 97130</b>						292004.00	

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanya Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 2

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001398	<b>Date</b> 2020-07-22	<b>Revision</b> 2 - 2020-10-28
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237559  
Fairfield Inn & Suites Norco  
3441 Hamner Ave  
Norco CA 92860  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

PO Approved by:  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 3 - SLH - 10/28/2020  
Increased PO # 1398 by \$150,000 (from \$142,004 to \$292,004)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH - 10/27/2020  
Increased PO # 1398 by \$42,004 (from \$100,000 to \$142,004)  
Requested by Emma Vernon (Office Assistant III/Accounts Payable)

CHANGE ORDER # 1 - SLH - 9/14/2020  
Increased PO # 1398 by \$90,000 (from \$10,000 to \$100,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

**Total PO Amount**

292004.00

**Authorized Signature**

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: APD  
Amrit P. Dhillon  
Deputy County Counsel

Riverside County Stay at Home Program  
Hotel Motel Voucher Agreement

This agreement is entered in to on 5/19/2020, between The Housing Authority of the County of Riverside and LARK ELSON'S LODGE AND HOT SPRINGS  
Hotel Motel Contact person: ESTHER LIN

The agreed upon price for occupancy will be a daily rate of \$ 85.00 + \$ 10.00 per fee if any  
S 595.00. There will be **no increase of rate for weekends and or holidays.**  
+ \$ 10.00 per fee if any

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torio or Marcus Dillard.

The procedures for using the services of the above-named hotel motel are as follows:

1. The Housing Authority will call the hotel motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out leave on the agreed upon date, (Hotel Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel motel will provide the Housing Authority with a written invoice on their hotel motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave, Riverside, CA 92504 Attention: Stay at Home Program-Hotel Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and LARK ELSON'S LODGE AND HOT SPRINGS

Hotel Motel Representative Signature: [Signature] Date: 5/19/2020

Housing Authority Representative Signature: [Signature] Date: 5/19/2020





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
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6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>
EMARC-0000001354	2020-07-15	4 - 2020-10-28
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
Net 30	FOB Destination, Freight Paid	BEST WAY
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>
Scott Haddon		USD

**Vendor:** 0000217056  
Lake Elsinore Lodge & Hot Springs  
316 N Main St  
Lake Elsinore CA 92530  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (West & Southwest regions of Riverside County)		207413.00	MMO	1.00	207413.00	09/13/2020

**Schedule Total** 207413.00  
**Item Total** 97130 207413.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
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6. Out of state vendors MUST show CA Board of Equilization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir, Ind. Rel, in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001354	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2020-10-28
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000217056  
Lake Elsinore Lodge & Hot  
Springs  
316 N Main St  
Lake Elsinore CA 92530  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

PO Approved by:  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 4 - SLH, 10/28/2020  
Adjusted per Jasmin Sanchez (Housing Specialist II) to increase by \$75,000 (from \$132,413 to \$207,413)

CHANGE ORDER # 3 - SLH, 10/27/2020  
Adjusted per Emma Vernon to increase by \$32,413 (from \$100,000 to \$132,413)

CHANGE ORDER # 2 - SLH, 9/04/2020  
Adjusted per spreadsheet provided by Jasmin Sanchez (Housing Specialist II) to increase by \$63,170 (from \$36,830 to \$100,000)

CHANGE ORDER # 1 - SLH, 7/23/2020  
Requested from Emma Vernon (EMD Office Assistant III) and Cindy Ramos-Corner (Behavior Health Department) to increase by \$28,384 (from \$8,446 to

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001354	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2020-10-28
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000217056  
Lake Elsinore Lodge & Hot  
Springs  
316 N Main St  
Lake Elsinore CA 92530  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
	\$36,830)						

**Total PO Amount**

207413.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Amit P. Dhillon  
Deputy County Counsel



# COUNTY OF RIVERSIDE CALIFORNIA

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on 5/7/20, between The Housing Authority of the County of Riverside and Mama La Motel  
Hotel/Motel Contact person: Shawn Patel

The agreed upon price for occupancy will be a daily rate of \$ 85/110 or a weekly rate of \$ 595/700. There will be no increase of rate for weekends and/or holidays.

The contact person currently from The Housing Authority of the County of Riverside will be: Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Mama La Motel.

Hotel/Motel Representative Signature: [Signature]

Date: 5/7/20

Housing Authority Representative Signature: [Signature]

Date: 5/19/2020





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equilization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>
EMARC-0000001364	2020-07-15	3 - 2020-09-14
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
Net 30	FOB Destination, Freight Paid	BEST WAY
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>
Scott Haddon		USD

**Vendor:** 0000231704  
Mauna Loa Motel  
80880 Hwy 111  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date

1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Coachella Valley/Desert Locations)		200000.00	MMO	1.00	200000.00	09/13/2020
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<b>Schedule Total</b>	200000.00
<b>Item Total 97130</b>	200000.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
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4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001364	<b>Date</b> 2020-07-15	<b>Revision</b> 3 - 2020-09-14
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000231704  
Mauna Loa Motel  
80880 Hwy 111  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 3 - SLH - 9/14/2020

Increased PO # 1364 by \$151,890 (from \$48,110 to \$200,000)

Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH, 8/26/2020

Increase by \$17,280 (from \$30,830 to \$48,110)

From: Vernon, Emma  
Sent: Tuesday, August 25, 2020 2:03 PM  
To: Haddon, Scott <SHaddon@RIVCO.ORG>  
Cc: Sanchez, Jasmin <JasminSanchez@rivco.org>; Dillard, Marcus <MDillard@RIVCO.ORG>

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
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6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001364	<b>Date</b> 2020-07-15	<b>Revision</b> 3 - 2020-09-14
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000231704  
Mauna Loa Motel  
80880 Hwy 111  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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Subject: PO 1364 - Mauna Loa Motel  
Importance: High

Requesting PO increase  
I have invoices totaling in the amount of \$17,280.00, pending to be processed.

Thank you,  
Emma Vernon  
Office Assistant III/Accounts Payable  
Business & Finance Division  
Emergency Management Department  
4210 Riverwalk Pkwy., Suite 320  
Riverside, CA 92505  
(951) 955-4720 Direct Line  
EVernon@rivco.org  
Off: Non-Payday Friday  
Mail Stop: 3942

CHANGE ORDER # 1 - SLH, 7/23/2020  
Requested from Emma Vernon (EMD Office Assistant III) and Cindy Ramos-Corner (Behavior Health Department) to increase by \$21,760 (from \$9,070 to \$30,830)

**Total PO Amount**

200000.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 5/20/20 between The Housing Authority of the County of Riverside and Musickland Hotel.  
Hotel/Motel Contact person: Bob Vithal      2 Bed's = \$112.50

The agreed upon price for occupancy will be a daily rate of \$90; or a weekly rate of \$—. There will be **no increase of rate for weekends and/or holidays**.

The contact person currently from The Housing Authority of the County of Riverside will be: Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note, Hotel Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave, Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Musickland Hotel.

Hotel Motel Representative Signature: [Signature]

Date: 5/20/20

Housing Authority Representative Signature: [Signature]

Date: 5/20/20



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>
EMARC-0000001349	2020-07-15	3 - 2021-02-10
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
Due Now	FOB Destination, Freight Paid	BEST WAY
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>
Scott Haddon		USD

**Vendor:** 0000064964  
Musicland Hotel  
1342 S Palm Canyon Dr  
Palm Springs CA 92264  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard				
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date	
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Coachella Valley/Desert Locations)		336325.00	MMO	1.00	336325.00	09/13/2020	
<b>Schedule Total</b>						336325.00		
<b>Item Total 97130</b>						336325.00		

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001349	<b>Date</b> 2020-07-15	<b>Revision</b> 3 - 2021-02-10
<b>Payment Terms</b> Due Now	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000064964  
Musicland Hotel  
1342 S Palm Canyon Dr  
Palm Springs CA 92264  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by:  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 2 - SLH - 9/14/2020  
Increased PO # 1349 by \$163,725 (from \$136,275 to \$300,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 1 - SLH, 8/25/2020  
Request to increase by \$84,922 (from \$51,353 to \$136,275)

From: Vernon, Emma  
Sent: Tuesday, August 25, 2020 12:13 PM  
To: Haddon, Scott <SHaddon@RIVCO.ORG>

Authorized Signature





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001349	<b>Date</b> 2020-07-15	<b>Revision</b> 3 - 2021-02-10
<b>Payment Terms</b> Due Now	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000064964  
Musicland Hotel  
1342 S Palm Canyon Dr  
Palm Springs CA 92264  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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Cc: Sanchez, Jasmin <JasminSanchez@rivco.org>; Dillard, Marcus  
<MDillard@RIVCO.ORG>  
Subject: PO 1349 - Musicland Hotel

Good afternoon,  
Requesting an increase to PO 1349

PO balance: \$98.00  
Invoices total: \$85,020.00  
Increase request: \$84,922.00

Thank you,  
Emma Vernon  
Office Assistant III/Accounts Payable  
Business & Finance Division  
Emergency Management Department  
4210 Riverwalk Pkwy., Suite 320  
Riverside, CA 92505  
(951) 955-4720 Direct Line  
EVernon@rivco.org  
Off: Non-Payday Friday  
Mail Stop: 3942

CHANGE ORDER # 3 - SLH - 2/10/2021  
Increased PO # 1349 by \$36,325 (from \$300,000 to \$336,325)  
Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021

Total PO Amount

336325.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

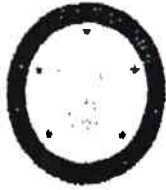
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



# COUNTY OF RIVERSIDE

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on 5-21-20, between The Housing Authority of the County of Riverside and Palmview Motel

Hotel/Motel Contact person: YAKUB NATALIA OR NASRIN NATALIA

951-686-6455 Email - ynatalia2014@gmail.com

The agreed upon price for occupancy will be a daily rate of \$85.00 1 bed; or a weekly rate of \$595.00 1 bed There will be no increase of rate for weekends and/or holidays \$100.00 per day for 2 beds and \$700.00 for weekly rate of 2 beds up to 5 people. Additional \$15.00 per person

The contact person currently from The Housing Authority of the County of Riverside will be:

Tanya Torno or Marcus Dillard

Also, Pet is \$10.00 per day each pet, Maximum 2 pets per room. Service Animal no charge  
The procedures for using the services of the above-named hotel/motel are as follows: (Paperwork needed)

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave, Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher

I have read and agree to the terms between The Housing Authority of the County of Riverside and Palmview Motel

Hotel/Motel Representative Signature: Yakub Natalia Date: 5-21-2020

Housing Authority Representative Signature: [Signature] Date: 5/26/20



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
EMARC-0000001356	2020-07-15	7 - 2021-02-10
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000188451  
Palm View Motel  
6038 Mission Blvd  
Riverside CA 92509  
United States

Ship To: 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (West & Southwest regions of Riverside County)		126050.00	MMO	1.00	126050.00	09/13/2020
Schedule Total						126050.00	
Item Total 97130						126050.00	

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton  
Requester: Tanyo Torno, Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at [EMDFiscal@rivco.org](mailto:EMDFiscal@rivco.org). ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001356	<b>Date</b> 2020-07-15	<b>Revision</b> 7 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000188451  
Palm View Motel  
6038 Mission Blvd  
Riverside CA 92509  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt? N**

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 4 - SLH - 9/14/2020  
Increased PO # 1356 by \$25,000 (from \$50,000 to \$75,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 3 - SLH, 9/04/2020  
Adjusted per spreadsheet provided by Jasmin Sanchez (Housing Specialist II) to increase by \$24,245 (from \$25,755 to \$50,000)

CHANGE ORDER # 1 - SLH, 7/23/2020  
Requested from Emma Vernon (EMD Office Assistant III) and Cindy Ramos-Corner (Behavior Health Department) to increase by \$13,855 (from \$11,900 to \$25,755)

Authorized Signature





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001356	<b>Date</b> 2020-07-15	<b>Revision</b> 7 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000188451  
Palm View Motel  
6038 Mission Blvd  
Riverside CA 92509  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt? N**

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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CHANGE ORDER # 5 - SLH - 1/22/2021  
Increased PO # 1356 by \$10,000 (from \$75,000 to \$85,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 6 - SLH - 2/09/2021  
Increased PO # 1356 by \$11,050 (from \$85,000 to \$96,050)  
Requested by Emma Vernon (EMD Office Assistant III/Accounts Payable)

CHANGE ORDER # 7 - SLH - 2/10/2021  
Increased PO # 1356 by \$11,050 (from \$96,050 to \$126,050)  
Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021

**Total PO Amount**

126050.00

**Authorized Signature**



**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



# COUNTY OF RIVERSIDE CALIFORNIA

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on 6/17/2020, between The Housing Authority of the County of Riverside and Quality Inn Hotel 390 South Indian Canyon Drive Palm springs, 92262  
Hotel/Motel Contact person: Abby Raval 760-778-3699

The agreed upon price for occupancy will be a daily rate of \$ \$100 ; or a weekly rate of \$ \$700 . There will be no increase of rate for weekends and/or holidays.

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and QUALITY INN.

Hotel/Motel Representative Signature: [Signature]

Date: 06/19/20

Housing Authority Representative Signature: [Signature]

Date: 6/19/20



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001366	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237532  
Quality Inn Palm Springs  
390 S Indian Canyon Dr  
Palm Springs CA 92262  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Coachella Valley/Desert Locations)		760963.00	MMO	1.00	760963.00	09/13/2020
<b>Schedule Total</b>						760963.00	
<b>Item Total 97130</b>						760963.00	

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
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5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
EMARC-0000001366	2020-07-15	4 - 2021-02-10
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000237532  
Quality Inn Palm Springs  
390 S Indian Canyon Dr  
Palm Springs CA 92262  
United States

Ship To: 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 1 - SLH - 9/14/2020  
Increased PO # 1366 by \$440,000 (from \$60,000 to \$500,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH - 1/22/2021  
Increased PO # 1366 by \$75,000 (from \$500,000 to \$575,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department

2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
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5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001366	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2021-02-10
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237532  
Quality Inn Palm Springs  
390 S Indian Canyon Dr  
Palm Springs CA 92262  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
	CHANGE ORDER # 3 - SLH - 2/09/2021 Increased PO # 1366 by \$172,390 (from \$575,000 to \$747,390) Requested by Hilda Leyva (EMD Accountant II)						
	CHANGE ORDER # 4 - SLH - 2/10/2021 Increased PO # 1366 by \$13,573 (from \$747,390 to \$760,963) Requested by Hilda Leyva (EMD Accountant II), 2/10/2021						
<b>Total PO Amount</b>						760963.00	

Authorized Signature



**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel





# COUNTY OF RIVERSIDE

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on 3/17/20, between The Housing Authority of the County of Riverside and (Riverside Inn 10705 Magnolia Ave Riverside CA 92505)  
Hotel/Motel Contact person: (Rush, (951-351-2424) and Fax)

The agreed upon price for occupancy will be a daily rate of \$ 85; or a weekly rate of \$ \_\_\_\_.  
There will be **no increase of rate for weekends and/or holidays.**

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Rush) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave, Riverside, CA 92504 Attention: Stay at Home Program-Hotel-Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Riverside Inn 10705 Magnolia Ave, Riverside CA 92505

Hotel/Motel Representative Signature: *[Signature]*

Date: 3/31/20

Housing Authority Representative Signature: *[Signature]*

Date: 5/19/2020



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equilization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001357	<b>Date</b> 2020-07-15	<b>Revision</b> 3 - 2020-09-14
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000124929  
Riverside Inn and Suites  
10705 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (West & Southwest Regions of Riverside County)		200000.00	MMO	1.00	200000.00	09/13/2020

**Schedule Total** 200000.00  
**Item Total** 97130 200000.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
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4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001357	<b>Date</b> 2020-07-15	<b>Revision</b> 3 - 2020-09-14
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000124929  
Riverside Inn and Suites  
10705 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
----------	------------------	--------	----------	-----	----------	--------------	----------

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 3 - SLH - 9/14/2020  
Increased PO # 1357 by \$156,740 (from \$43,260 to \$200,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH, 8/26/2020  
Request to increase by \$10,000 (from \$33,260 to \$43,260)

From: Vernon, Emma  
Sent: Thursday, August 20, 2020 12:08 PM  
To: Haddon, Scott <SHaddon@RIVCO.ORG>  
Subject: PO 1357 - Riverside Inn and Suites

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
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3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001357	<b>Date</b> 2020-07-15	<b>Revision</b> 3 - 2020-09-14
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000124929  
Riverside Inn and Suites  
10705 Magnolia Ave  
Riverside CA 92505  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt? N**

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
	Hello, Requesting a PO increase						
	PO balance: \$420.00 Invoices totaling: \$10,420.00 Increase: \$10,000.00						
	Thank you, Emma Vernon Office Assistant III/Accounts Payable Business & Finance Division Emergency Management Department 4210 Riverwalk Pkwy., Suite 320 Riverside, CA 92505 (951) 955-4720 Direct Line EVernon@rivco.org Off: Non-Payday Friday Mail Stop: 3942						

**Total PO Amount**

200000.00

**Authorized Signature**

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



# COUNTY OF RIVERSIDE

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on 04/21/2020, between The Housing Authority of the County of Riverside and Rodeway Inn & Suites/82275 Indio Blvd, Indio, CA 92201  
Hotel/Motel Contact person: Vasu Patel/760-485-0557/760-775-2224

The agreed upon price for occupancy will be a daily rate of \$ 84.99 + tax; or a weekly rate of \$ N/A . There will be **no increase of rate for weekends and/or holidays.**

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Rodeway Inn & Suites/Vasu Patel) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave, Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Rodeway Inn & Suites.

Hotel/Motel Representative Signature: 

Date: 04/21/20

Housing Authority Representative Signature: 

Date: 5/19/2020





# COUNTY OF RIVERSIDE

Page: 1 of 3

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001287	<b>Date</b> 2020-07-09	<b>Revision</b> 3 - 2021-02-10
<b>Payment Terms</b> Due Now	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000213797  
Rodeway Inn & Suites  
82275 Indio Blvd  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Coachella Valley/Desert Locations)		199735.00	MMO	1.00	199735.00	09/07/2020
<b>Schedule Total</b>						199735.00	
<b>Item Total 97130</b>						199735.00	

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
EMARC-0000001287	2020-07-09	3 - 2021-02-10
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000213797  
Rodeway Inn & Suites  
82275 Indio Blvd  
Indio CA 92201  
United States

Ship To: 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 1 - SLH - 9/14/2020  
Increased PO # 1287 by \$85,000 (from \$15,000 to \$100,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH - 1/22/2021  
Increased PO # 1287 by \$75,000 (from \$100,000 to \$175,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001287	<b>Date</b> 2020-07-09	<b>Revision</b> 3 - 2021-02-10
<b>Payment Terms</b> Due Now	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000213797  
Rodeway Inn & Suites  
82275 Indio Blvd  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
	CHANGE ORDER # 3 - SLH - 2/10/2021 Increased PO # 1287 by \$24,735 (from \$175,000 to \$199,735) Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021						
<b>Total PO Amount</b>						199735.00	

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: APD  
Amrit P. Dhillon  
Deputy County Counsel



Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 5/22/20 between The Housing Authority of the County of Riverside and ROYAL PALM INN  
Hotel/Motel Contact person: ANNA OCHOA

The agreed upon price for occupancy will be a daily rate of \$ 80; or a weekly rate of \$ N/A. There will be **no increase of rate for weekends and/or holidays**.

The contact person currently from The Housing Authority of the County of Riverside will be: Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and ROYAL PALM INN

Hotel/Motel Representative Signature: [Signature]

Date: 05/22/20

Housing Authority Representative Signature: [Signature]

Date: 5/26/20



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER - REPRINT		Dispatch Via Email
Purchase Order	Date	Revision
EMARC-0000001361	2020-07-15	5 - 2021-02-17
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000010327  
Royal Plaza Inn  
82-347 Highway 111  
Indio CA 92201  
United States

Ship To: 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Desert Region of Riverside County)		124170.00	MMO	1.00	124170.00	09/13/2020
Schedule Total						124170.00	
Item Total 97130						124170.00	

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at [EMDFiscal@rivco.org](mailto:EMDFiscal@rivco.org). ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
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6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

### CHANGE ORDER - REPRINT

### Dispatch Via Email

<b>Purchase Order</b> EMARC-0000001361	<b>Date</b> 2020-07-15	<b>Revision</b> 5 - 2021-02-17
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000010327  
Royal Plaza Inn  
82-347 Highway 111  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 3 - SLH - 9/14/2020  
Increased PO # 1361 by \$90,000 (from \$10,000 to \$100,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH, 9/04/2020  
Adjusted per spreadsheet provided by Jasmin Sanchez (Housing Specialist II) to increase by \$3,815 (from \$6,185 to \$10,000)

CHANGE ORDER # 1 - SLH, 7/23/2020  
Requested from Emma Vernon (EMD Office Assistant III) and Cindy Ramos-Corner (Behavior Health Department) to increase by \$5,065 (from \$1,120 to \$6,185)

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work.

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

### CHANGE ORDER - REPRINT

### Dispatch Via Email

<b>Purchase Order</b> EMARC-0000001361	<b>Date</b> 2020-07-15	<b>Revision</b> 5 - 2021-02-17
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000010327  
Royal Plaza Inn  
82-347 Highway 111  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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CHANGE ORDER # 4 - SLH - 2/10/2021  
Increased PO # 1361 by \$13,495 (from \$100,000 to \$113,495)  
Requested by Emma Vernon (EMD's Office Assistant III/Accounts Payable)

CHANGE ORDER # 5 - SLH - 2/17/2021  
Increased PO # 1361 by \$10,675 (from \$113,495 to \$124,170)  
Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/17/2021

**Total PO Amount**

124170.00

**Authorized Signature**

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 05/20/2020 between The Housing Authority of the County of Riverside and San Jacinto Inn.  
Hotel/Motel Contact person: Kal/Denisa

The agreed upon price for occupancy will be a daily rate of \$ 85.00 ; or a weekly rate of \$ 595.00 . There will be **no increase of rate for weekends and/or holidays**.

The contact person currently from The Housing Authority of the County of Riverside will be: Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and San Jacinto Inn.

Hotel/Motel Representative Signature: [Signature] Date: 5/20/2020

Housing Authority Representative Signature: [Signature] Date: 5/26/20



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001360	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2020-10-28
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000236647  
San Jacinto Inn  
138 S Ramona Blvd  
San Jacinto CA 92583  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Mid-County/Pass Area Locations)		180000.00	MMO	1.00	180000.00	09/13/2020

**Schedule Total** 180000.00  
**Item Total** 97130 180000.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001360	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2020-10-28
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000236647  
San Jacinto Inn  
138 S Ramona Blvd  
San Jacinto CA 92583  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by:  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 4 - SLH - 10/28/2020  
Increased PO # 1360 by \$50,000 (from \$130,000 to \$180,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 3 - SLH - 10/27/2020  
Increased PO # 1360 by \$30,000 (from \$100,000 to \$130,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH - 9/14/2020  
Increased PO # 1360 by \$84,980 (from \$15,020 to \$100,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

Authorized Signature





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001360	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2020-10-28
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000236647  
San Jacinto Inn  
138 S Ramona Blvd  
San Jacinto CA 92583  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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CHANGE ORDER # 1 - SLH, 8/26/2020  
Request to increase by \$10,020 (from \$5,000 to \$15,020)

From: Vernon, Emma  
Sent: Thursday, August 20, 2020 12:03 PM  
To: Haddon, Scott <SHaddon@RIVCO.ORG>  
Subject: PO 1360 - San Jacinto Inn

Hello,  
Requesting a PO increase.  
PO balance: \$5,000.00  
Invoices totaling: \$15,020.00  
Increase: \$10,020.00

Thank you,  
Emma Vernon  
Office Assistant III/Accounts Payable  
Business & Finance Division  
Emergency Management Department  
4210 Riverwalk Pkwy., Suite 320  
Riverside, CA 92505  
t (951) 955-4720 Direct Line  
e EVernon@rivco.org  
Off: Non-Payday Friday  
Mail Stop: 3942

**Total PO Amount**

180000.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:

Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



COUNTY OF RIVERSIDE  
CALIFORNIA

Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 5/20/2020, between The Housing Authority of the County of Riverside and Travel Inn

Hotel/Motel Contact person: Jack Wong

The agreed upon price for occupancy will be a daily rate of \$ 85 <sup>one bed (1 or 2 people)</sup> 100 <sup>two beds (up to 4 people)</sup>; or a weekly rate of \$ 1700 <sup>There will be no increase of rate for weekends and/or holidays.</sup>

The contact person currently from The Housing Authority of the County of Riverside will be: Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Hotel/Motel contact person) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Travel Inn.

Hotel/Motel Representative Signature: [Signature]

Date: 5/20/2020

Housing Authority Representative Signature: [Signature]

Date: 5/26/20



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
EMARC-0000001397	2020-07-22	3 - 2021-02-10
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000237352  
Travel Inn  
23120 Sunnymead Blvd  
Moreno Valley CA 92553  
United States

Ship To: 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Pass Area/Mid-County Region)		263932.00	MMO	1.00	263932.00	09/20/2020

Schedule Total 263932.00

Item Total 97130 263932.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
EMARC-0000001397	2020-07-22	3 - 2021-02-10
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000237352  
Travel Inn  
23120 Sunnymead Blvd  
Moreno Valley CA 92553  
United States

Ship To: 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

PO Approved by:  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 1 - SLH - 9/14/2020

Increased PO # 1397 by \$120,000 (from \$80,000 to \$200,000)

Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH - 2/09/2021

Increased PO # 1397 by \$38,932 (from \$200,000 to \$238,932)

Requested by Emma Vernon (EMD Office Assistant III/Accounts Payable)

CHANGE ORDER # 3 - SLH - 2/10/2021

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

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United States

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<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237352  
Travel Inn  
23120 Sunnymead Blvd  
Moreno Valley CA 92553  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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Increased PO # 1397 by \$25,000 (from \$238,932 to \$263,932)  
Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021

**Total PO Amount**

263932.00

Authorized Signature



**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



# COUNTY OF RIVERSIDE

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on 3/17/20, between The Housing Authority of the County of Riverside and (Travel Lodge 2625 W Florida Ave Hemet CA 92545)  
Hotel/Motel Contact person: (Myra, (951-390-2309) and Fax) (951-925-6605) (951-925-7095)

The agreed upon price for occupancy will be a daily rate of \$85; or a weekly rate of \$ 595.00. There will be no increase of rate for weekends and/or holidays.

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
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Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Travel Lodge 2625 W Florida Ave Hemet CA 92545

Hotel/Motel Representative Signature: [Signature]

Date: 3/31/2020

Housing Authority Representative Signature: [Signature]

Date: 5/19/2020

MAR 31 2020

**NO CANCELLATIONS**

**NO REFUNDS**



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

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5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001339	<b>Date</b> 2020-07-15	<b>Revision</b> 6 - 2021-02-18
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000197101  
Travelodge - Hemet\*\*\*USE  
241070\*\*\*  
2625 W Florida Ave  
Hemet CA 92545  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Pass Area/Mid-County Region)		441780.00	MMO	1.00	441780.00	09/13/2020

**Schedule Total** 441780.00

**Item Total** 97130 441780.00

Canceled PO # 0000001339 on 1/20/2021 and created new PO # 0000001595 with new vendor code.

Previous PO # 0000001339 of \$650,000.00 was changed from vendor code # 0000197101 to vendor code # 0000241070 for \$82,665.00 to pay remaining invoices for the year of 2020.

Requested for \$82,665.00 by Jasmin Sanchez, Office Assistant III/Accounts Payable in the Business & Finance Division of the Housing Authority.

CHANGE ORDER # 3 - SLH - 10/28/2020  
Increased PO # 1339 by \$150,000 (from \$500,000 to \$650,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH - 9/14/2020  
Increased PO # 1339 by \$283,065 (from \$216,935 to \$500,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001339	<b>Date</b> 2020-07-15	<b>Revision</b> 6 - 2021-02-18
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000197101  
Travelodge - Hemet\*\*\*USE  
241070\*\*\*  
2625 W Florida Ave  
Hemet CA 92545  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt? N**

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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CHANGE ORDER # 1 - SLH, 8/26/2020  
Request to increase \$104,635 (from \$112,300 to \$216,935)

From: Vernon, Emma  
Sent: Tuesday, August 25, 2020 2:51 PM  
To: Haddon, Scott <SHaddon@RIVCO.ORG>  
Cc: Sanchez, Jasmin <JasminSanchez@rivco.org>; Dillard, Marcus <MDillard@RIVCO.ORG>; Hays, Nadine A <NAHays@RIVCO.ORG>  
Subject: PO 1339 - Travelodge

Requesting a PO increase to \$104,635.00

Thank you,  
Emma Vernon  
Office Assistant III/Accounts Payable  
Business & Finance Division  
Emergency Management Department  
4210 Riverwalk Pkwy., Suite 320  
Riverside, CA 92505  
(951) 955-4720 Direct Line  
EVernon@rivco.org  
Off: Non-Payday Friday  
Mail Stop: 3942

CHANGE ORDER # 4 - SLH - 2/17/2021  
Increased PO # 1339 by \$40,240 (from \$441,780 to \$482,020)  
Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/17/2021

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001339	<b>Date</b> 2020-07-15	<b>Revision</b> 6 - 2021-02-18
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000197101  
Travelodge - Hemet\*\*\*USE  
241070\*\*\*  
2625 W Florida Ave  
Hemet CA 92545  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
	CHANGE ORDER # 5 - SLH - 2/18/2021 Decreased PO # 1595 by \$40,240 (from \$482,020 to \$441,780) and increasing PO # 1595 by \$40,240 Requested by Emma Vernon (EMD's Office Assistant III/Accounts Payable), 2/18/2021						

**Total PO Amount**

441780.00

Authorized Signature



# COUNTY OF RIVERSIDE

Page: 1 of 3

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>
EMARC-0000001595	2021-01-20	2 - 2021-02-18
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
Net 30	FOB Destination, Freight Paid	BEST WAY
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>
Scott Haddon		USD

**Vendor:** 0000241070  
Travelodge  
2625 W Florida Ave  
Hemet CA 92545  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Pass Area/Mid-County Region)		166145.00	MMO	1.00	166145.00	03/21/2021
<b>Schedule Total</b>						166145.00	
<b>Item Total 97130</b>						166145.00	

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Previous PO # 0000001339 of \$650,000.00 was changed from vendor code # 0000197101 to vendor code # 0000241070 for \$82,665.00 to pay remaining invoices for the year of 2020.

Requested for \$82,665.00 by Jasmin Sanchez, Office Assistant III/Accounts Payable in the Business & Finance Division of the Housing Authority.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanyo Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

Authorized Signature





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001595	<b>Date</b> 2021-01-20	<b>Revision</b> 2 - 2021-02-18
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000241070  
Travelodge  
2625 W Florida Ave  
Hemet CA 92545  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by:  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 1 - SLH - 2/10/2021

Increased PO # 1595 by \$43,240 (from \$82,665 to \$125,905)

Requested by Hilda Leyva (EMD's Administration Services Manager I), 2/10/2021

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
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8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001595	<b>Date</b> 2021-01-20	<b>Revision</b> 2 - 2021-02-18
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000241070  
Travelodge  
2625 W Florida Ave  
Hemet CA 92545  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line- Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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CHANGE ORDER # 2 - SLH - 2/18/2021  
Increased PO # 1595 by \$40,240 (from \$125,905 to \$166,145)  
Requested by Emma Vernon (EMD's Office Assistant III/Accounts Payable),  
2/18/2021

**Total PO Amount** 166145.00

Authorized Signature

[EMARC-0000001339, Hotel/Motel Voucher Agreement – Travelodge Hemet]  
[EMARC-0000001595, Hotel/Motel Voucher Agreement – Travelodge Hemet]

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel



# COUNTY OF RIVERSIDE CALIFORNIA

## Riverside County Stay at Home Program Hotel/Motel Voucher Agreement

This agreement is entered in to on 3/17/20, between The Housing Authority of the County of Riverside and Welcome Inn Motel 1248 W. 6<sup>th</sup> St Corona CA 92882.

Hotel/Motel Contact person: (Danny Patel, (951-272-4900) and Fax: 951-279-5778. Please send the payable check with name Welcome Inn.

The agreed upon price for occupancy will be a daily rate of \$85 for single bed, maximum two person, or a weekly rate of \$595 and price for occupancy will be a daily rate of \$110 for double bed, maximum four person; or a weekly rate of \$770. There will be **no increase of rate for weekends and/or holidays.**

The contact person currently from The Housing Authority of the County of Riverside will be: Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Dates of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Danny Patel) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person. NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Welcome Inn Motel 1248 W. 6<sup>th</sup> St Corona CA 92882.

Hotel/Motel Representative Signature:  Date: 03/31/20

Housing Authority Representative Signature:  Date: 5/19/2020



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 2

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001359	<b>Date</b> 2020-07-15	<b>Revision</b> 3 - 2020-09-14
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237534  
Welcome Inn  
1248 W 6th St  
Corona CA 92882-1869  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (West & Southwest regions of Riverside County)		200000.00	MMO	1.00	200000.00	09/13/2020

**Schedule Total** 200000.00

**Item Total** 97130 200000.00

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton  
Requester: Tanyo Torno, Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 2

## PURCHASE ORDER

### Vendor Instructions

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### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001359	<b>Date</b> 2020-07-15	<b>Revision</b> 3 - 2020-09-14
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000237534  
Welcome Inn  
1248 W 6th St  
Corona CA 92882-1869  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt? N**

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 3 - SLH - 9/14/2020  
Increased PO # 1359 by \$10,000 (from \$30,000 to \$200,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH, 9/04/2020  
Adjusted per spreadsheet provided by Jasmin Sanchez (Housing Specialist II) to increase by \$3,565 (from \$26,435 to \$30,000)

CHANGE ORDER # 1 - SLH, 7/23/2020  
Requested from Emma Vernon (EMD Office Assistant III) and Cindy Ramos-Corner (Behavior Health Department) to increase by \$14,290 (from \$12,145 to \$26,435)

**Total PO Amount**

200000.00

**Authorized Signature**



**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: Quinn Russo  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: Amrit P. Dhillon  
Amrit P. Dhillon  
Deputy County Counsel



COUNTY OF RIVERSIDE  
Riverside County Stay at Home Program  
Hotel/Motel Voucher Agreement

This agreement is entered in to on 3/17/20, between The Housing Authority of the County of Riverside and (Western Sand Motel 80900 CA HWY 111 Indio, CA 92201)  
Hotel/Motel Contact person: (Kevin Patel 562-685-4244 and Fax)

The agreed upon price for occupancy will be a daily rate of \$85; or a weekly rate of \$\_\_\_\_\_.  
There will be **no increase of rate for weekends and/or holidays**.

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (Kevin Patel,) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person, NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Western Sands Motel 80900 CA-HWY 111 Indio CA 92201.

Hotel/Motel Representative Signature: K.D. Patel Date: 3/30/20

Housing Authority Representative Signature: [Signature] Date: 5/19/2020



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>
EMARC-0000001342	2020-07-15	4 - 2021-01-22
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
Net 30	FOB Destination, Freight Paid	BEST WAY
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>
Scott Haddon		USD

**Vendor:** 0000234193  
Western Sands Motel  
80900 US Hwy 111  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N		Tax Exempt ID:		Replenishment Option: Standard				
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date	
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Coachella Valley & Desert Regions of Riverside County)		250000.00	MMO	1.00	250000.00	09/13/2020	
<b>Schedule Total</b>						250000.00		
<b>Item Total 97130</b>						250000.00		

This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requester: Tanyo Torno, Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to the Fiscal Dept at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001342	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2021-01-22
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000234193  
Western Sands Motel  
80900 US Hwy 111  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

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PO Approved by  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

CHANGE ORDER # 3 - SLH - 9/14/2020  
Increased PO # 1342 by \$140,000 (from \$60,000 to \$200,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

CHANGE ORDER # 2 - SLH, 9/04/2020  
Adjusted per spreadsheet provided by Jasmin Sanchez (Housing Specialist II) to increase by \$17,270 (from \$42,730 to \$60,000)

CHANGE ORDER # 1 - SLH, 7/23/2020  
Requested from Emma Vernon (EMD Office Assistant III) and Cindy Ramos-Corner (Behavior Health Department) to increase by \$12,750 (from \$29,980 to

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 3 of 3

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001342	<b>Date</b> 2020-07-15	<b>Revision</b> 4 - 2021-01-22
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000234193  
Western Sands Motel  
80900 US Hwy 111  
Indio CA 92201  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
	\$42,730)						

CHANGE ORDER # 4 - SLH - 1/22/2021  
Increased PO # 1342 by \$50,000 (from \$200,000 to \$250,000)  
Requested by Jasmin Sanchez (Housing Specialist II)

**Total PO Amount**

250000.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel





# COUNTY OF RIVERSIDE CALIFORNIA

## Riverside County Stay at Home Program Hotel Motel Voucher Agreement

This agreement is entered in to on 3/17/20, between The Housing Authority of the County of Riverside and (Hyundai Hotel 11000 Palm Dr. Desert Hot Springs 92240)  
Hotel Motel Contact person: (James Moron, (760) 251-0608 and Fax 760-251-0699)

The agreed upon price for occupancy will be a daily rate of \$85; or a weekly rate of \$ 560  
There will be **no increase of rate for weekends and/or holidays.**

The contact person currently from The Housing Authority of the County of Riverside will be:  
Tanya Torno or Marcus Dillard.

The procedures for using the services of the above-named hotel/motel are as follows:

1. The Housing Authority will call the hotel/motel for availability for the client needing assistance, including estimated date(s) of stay.
2. Date(s) of stay can only be extended through a verbal request by the Housing Authority contact person(s) and agreement with the hotel/motel contact person.
3. No extension may be approved without agreement between both parties.
4. If the client does not check out/leave on the agreed upon date, (James Moron, General Manager) will contact a Housing Authority contact person so the client can be asked to leave.
5. When the client's stay is complete, the hotel/motel will provide the Housing Authority with a written invoice on their hotel/motel letterhead, indicating the dates of service and total amount due.

Please note: Hotel/Motel invoice is to be addressed, billed and given to a Housing Authority Contact person. NEVER to be given to the client receiving services.

An invoice must be received by the Housing Authority within 10 business days of the end of stay in order to be processed within the grant year and prompt payment will be made. Invoices should be faxed at completion of stay to: 951-688-6873 or mailed to: 5555 Arlington Ave. Riverside, CA 92504 Attention: Stay at Home Program-Hotel/Motel Voucher.

I have read and agree to the terms between The Housing Authority of the County of Riverside and Hyundai Hotel 11000 Palm Dr. Desert Hot Springs 92240

Hotel/Motel Representative Signature: James Moron Date: 03/30/2020

Housing Authority Representative Signature: [Signature] Date: 5/19/2020



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 1 of 2

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b> EMARC-0000001278	<b>Date</b> 2020-07-09	<b>Revision</b> 1 - 2020-10-19
<b>Payment Terms</b> Due Now	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Scott Haddon	<b>Phone</b>	<b>Currency</b> USD

**Vendor:** 0000119916  
YEH Dynasty Entertainment  
LLC  
The Hyundai Hotel Resort  
and Spa  
11000 Palm Dr  
Desert Hot Springs CA  
92240  
United States

**Ship To:** 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

**Attention:** Not Specified

**Bill To:** Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

**Tax Exempt?** N

**Tax Exempt ID:**

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Non-Congregate sheltering for Homeless Individuals due to Covid-19 (Coachella Valley & Desert Regions of Riverside County)		300000.00	MMO	1.00	300000.00	09/07/2020
<b>Schedule Total</b>						300000.00	
<b>Item Total</b> 97130						300000.00	

CHANGE ORDER # 1 - SLH - 10/19/2020  
Increased PO # 1278 by \$30,000 (from \$270,000 to \$300,000)  
Requested by Jasmin Sanchez (Housing Specialist II)  
This Blanket Purchase Order is being issued at the request of the Emergency Management Department to support Project Room Key. Due to Covid-19 non congregate shelter orders, Riverside County is providing options to homeless individuals who may be at risk but cannot safely stay in their current location.

Expense Approved by Bruce Barton (EMD Director)  
Requesters: Tanya Torno & Carrie Harmon

\*\*\*PO is not to be increased without prior authority from those authorized personnel who have previously approved this per COVID-19 Documentation (attached)\*\*\*

NOTE TO VENDOR: Please be advised that ALL invoices must be submitted to

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
2980 Washington St  
Riverside, CA 92504  
Phone: (951) 955-4937  
Fax: (951) 955-3730

Page: 2 of 2

## PURCHASE ORDER

### Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### EMERGENCY MANAGEMENT DEPT.

Emergency Management Department  
EMD Riverwalk  
4210 Riverwalk Parkway Suite 300  
Riverside CA 92505  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
EMARC-0000001278	2020-07-09	1 - 2020-10-19
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Scott Haddon		USD

Vendor: 0000119916  
YEH Dynasty Entertainment  
LLC  
The Hyundai Hotel Resort  
and Spa  
11000 Palm Dr  
Desert Hot Springs CA  
92240  
United States

Ship To: 6615-39420  
Emergency  
Management  
Department  
EMD Riverwalk  
4210 Riverwalk  
Parkway Suite 300  
Riverside CA 92505  
United States

Attention: Not Specified

Bill To: Emergency Management  
Department  
EMD Riverwalk  
4210 Riverwalk Parkway  
Suite 300  
Riverside CA 92505  
United States

Tax Exempt? N

Tax Exempt ID:

Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
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the Fiscal Dept. at EMDFiscal@rivco.org. ALL invoices MUST be submitted with the vendor remit to address and MUST refer to the Purchase Order that is being paid.

PAYMENT TERMS - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30.

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

\*116-200 General Terms

\*116-210 General Conditions - Materials and/or Services

=====

PO Approved by:  
Scott Haddon  
Sr. Procurement Contract Specialist  
Riverside County Purchasing & Fleet Services  
Email: SHaddon@rivco.org  
Emergency Operations Center - Covid-19 Logistics

Total PO Amount

300000.00

Authorized Signature

**COUNTY OF RIVERSIDE**, a political  
subdivision of the State of California

By: Karen S. Spiegel  
Karen Spiegel, Chair  
Board of Supervisors

Dated: DEC 07 2021

ATTEST:  
Kecia R. Harper  
Clerk of the Board

By: [Signature]  
Deputy

APPROVED AS TO FORM:  
Gregory P. Priamos  
County Counsel

By: [Signature]  
Amrit P. Dhillon  
Deputy County Counsel