

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



ITEM: 3.9  
(ID # 27726)

**MEETING DATE:**

Tuesday, May 20, 2025

**FROM :** FACILITIES MANAGEMENT AND AUDITOR-CONTROLLER'S OFFICE AND  
RIVERSIDE COUNTY INFORMATION TECHNOLOGY

**SUBJECT:** FACILITIES MANAGEMENT (FM), AUDITOR-CONTROLLER'S OFFICE (ACO),  
AND RIVERSIDE COUNTY INFORMATION TECHNOLOGY: Riverside County Administrative  
Center Auditor-Controller 6th Floor Tenant Improvement Project - Approval of Revised Project  
Budget, Approval to Increase Purchase Order ITARC-0000018439 for Semetra Cutting Edge  
Solutions, and Approval of Change Order No. 2 and Notice of Completion for Vincor  
Construction, Inc.; District 1. [\$275,153 – 100% Capital Improvement Program Fund 30700]  
(Clerk to Record Notice of Completion)

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

1. Approve an increase to the project budget in the not to exceed amount of \$275,153 for a revised project budget of \$5,735,278 for the Riverside County Administrative Center Auditor-Controller 6th Floor Tenant Improvement (Riverside CAC ACO 6th Floor T.I.) Project;

Continued on page 2

**ACTION:** 4/5 Vote Required, Change Order, Policy, CIP

*Ben J. Benoit*  
Ben J. Benoit, COUNTY AUDITOR-CONTROLLER

5/6/2025

*Jim Smith*  
Jim Smith, Chief Information Officer

5/6/2025

*Vincent Yzaguirre*  
Vincent Yzaguirre

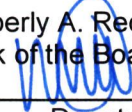
5/7/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: May 20, 2025  
xc: FM, RCIT, Recorder

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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

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

2. Authorize use of the Capital Improvement Program Fund 30700 in the not to exceed additional amount of \$275,153 for the Project, including reimbursement to Facilities Management (FM) for incurred project related expenses;
3. Find the work described in the attached Change Order No. 2 is for unforeseen work and owner requested work required to finalize the Project and that the additional work is integral to the Project and that competitive bidding would not produce an advantage and is impractical for the work;
4. Ratify and approve the attached Change Order No. 2 for Vincor Construction, Inc. (Vincor) of Brea, California, in the amount of \$252,941 for the Riverside CAC ACO 6th Floor T.I. Project; and authorize the Chairman of the Board (Chairman) to execute Change Order No. 2 on behalf of the County of Riverside;
5. Find that additional technology installation work is integral to the Project and competitive bidding would not produce an advantage and is impractical for the work;
6. Authorize the Purchasing Agent to increase Purchase Order ITARC-0000018439 for Semetra Cutting Edge Solutions (Semetra) of Corona, California, in the amount of \$24,906 for the Project for unforeseen installation of technology equipment;
7. Accept the Riverside CAC ACO 6th Floor T.I. Project constructed by Vincor Construction, Inc. as complete, and authorize the Chairman to execute the Notice of Completion;
8. Direct the Clerk of the Board to record the attached Notice of Completion for the Project; and
9. Authorize the release of the undisputed retained funds in the amount of \$211,952 to Vincor in accordance with the contract terms and applicable law, per the General Conditions of the contract.

<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>	\$ 275,153	\$ 0	\$ 275,153	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Capital Improvement Program Fund 30700 – 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 24/25	

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



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

**BACKGROUND:**

**Summary**

On November 7, 2023, Item 3.15, the Board of Supervisors (Board) approved in-principle and a preliminary project budget in the amount of \$5,460,125 for the Riverside CAC ACO 6th Floor T.I. Project (Project) located at 4080 Lemon Street in Riverside, California, 92501. On January 30, 2024, Item 3.10, the Board approved the construction contract between the County of Riverside (County) and Vincor in the amount of \$3,794,538 for the Project. During construction, Change Order No. 1 in the amount of \$191,551 was approved for Vincor increasing the contract value to \$3,986,089. The Change Order did not exceed Facilities Management (FM) authority; therefore, no Board action was required.

The project encountered unforeseen conditions that led to the request for additional funding, including, but not limited to: the need to upgrade the CAC building fire alarm panel for the 6<sup>th</sup> floor to function properly; needing to demo, remediate, and fireproof all existing columns in the space; restroom ceiling and wall framing needing to be replaced because of deterioration, framing of elevator shaft, stairwell shaft and other various areas due to deterioration and incorrect as-built plans; and the replacement of ceiling fabric that could not be reattached because of deterioration. These items were not in the original scope or budget for this project.

Change Order No. 2 was required for unforeseen conditions and owner requested items which included: new fire alarm panels, bathroom ceiling, wall framing and re-laminating restroom partitions, reception window modifications, furring out elevator and stairwell shafts, modifications to framing of break rooms and office, adding bottle filling station and reverse osmosis system to break room, additional power poles to cubicles, ceiling stud reinforcement, revisions to ductwork and variable air volume (VAV) unit, modifications to power for HVAC equipment and data for conference rooms and printer areas. Change Order No. 2 will compensate Vincor in the amount of \$252,941, increasing the contract value from \$3,986,089 to \$4,239,030 which exceeds FM's authority; therefore, FM is seeking approval for this Board action.

The Riverside County Information Technology Department (RCIT) worked with Facilities Management to assist with the technology related project items and issued Purchase Order (P.O.) No. ITARC-0000018439 to Semetra in the amount of \$59,532. During construction, unforeseen items arose in the installation of the equipment which included: additional data jack locations required, additional A/V locations for both conference rooms which included installing cabling and faceplates, and an additional 48-port termination panel for the added locations. The increase to P.O. No. ITARC-0000018439 to Semetra in the amount of \$24,906 will increase the contract value from \$59,532 to \$84,438 which exceeds the Purchasing Agent's authority; therefore, RCIT is seeking approval for this Board action to increase the P.O.

Facilities Management is seeking Board approval for additional funds in the not to exceed amount of \$275,153 for a revised project budget of \$5,735,278. The additional funds will cover Change Order No. 2 for Vincor and the P.O. increase of \$24,906 for Semetra to complete the Project.

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

Vincor completed the work satisfactorily, and the Project has been inspected and found to comply with contract and safety requirements. This Board action will release the undisputed contract retention funds in the amount of \$211,952 to Vincor after the Notice of Completion has been recorded per the contract terms and applicable law.

**Impact on Residents and Businesses**

The Riverside CAC ACO 6th Floor T.I. Project provided the necessary improvements to make effective use of County owned vacant space and had no negative impact on residents and businesses.

**Additional Fiscal Information**

The approximate allocation of the project budget adjustment is as follows:

<b>BUDGET LINE ITEMS</b>	<b>BUDGET AMOUNT</b>	<b>PROJECT BUDGET ADJUSTMENT</b>	<b>REVISED PROJECT BUDGET</b>
DESIGN PROFESSIONAL OF RECORD	235,450	(39,755)	195,695
SPECIALTY CONSULTANTS	24,000	67,741	91,741
REGULATORY PERMITTING	3,300	(2,604)	696
CONSTRUCTION	3,725,000	303,749	4,028,749
• CAC FIRE ALARM WORK, STRUCTURAL COLUMN WORK, UNFORESEEN FRAMING, CEILING FABRIC	0	210,281	210,281
OTHER CONSTRUCTION	142,500	61,347	203,847
FURNITURE	725,000	177,419	902,419
COUNTY ADMINISTRATION	108,500	(31,650)	76,850
PROJECT CONTINGENCY	496,375	(471,375)	25,000
<b>REVISED PROJECT BUDGET</b>	<b>\$ 5,460,125</b>	<b>\$ 275,153</b>	<b>\$ 5,735,278</b>

The Board previously approved a project budget in the amount of \$5,460,125 on November 7, 2023 (Item 3.15) which is 100% funded with Capital Improvement Program Fund 30700.

This Board action will approve the additional funds of \$275,153 for a revised project budget from \$5,460,125 to \$5,735,278, which will be funded with 100% Capital Improvement Program Fund 30700. The additional funds will be expended in FY 24/25.

The retained funds in the amount of \$211,952 for Vincor are covered within the previously approved project budget, and the additional funds of \$275,153 will help cover Change Order No. 2 in the amount of \$252,941 and P.O. ITARC-0000018439 increase of \$24,906 to Semetra.



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

Attachments:

- Change Order No. 2 for Vincor Construction, Inc.
- Notice of Completion for Vincor Construction, Inc.
- Copy of Purchase Order ITARC-0000018439 to Semetra Cutting Edge Solutions

VC:RM:DL:TV

FM08130013016

MT #27726

G:\Project Management Office\FORM 11'S\In Process\27726\_D4 - 013016 - Riv CAC ACO 6th Flr T.I. Proj - Rev Proj  
Budget, CO No. 2 & NOC for Vincor\_052025.doc

*Meghan Hahn*  
Meghan Hahn, Director of Procurement

5/2/2025

*Evangelina Gregorio EO*  
Evangelina Gregorio EO, Principal Mgmt Analyst

5/12/2025

*Aaron Gettis*  
Aaron Gettis, Chief of Deputy County Counsel

5/8/2025

PLEASE COMPLETE THIS INFORMATION  
RECORDING REQUESTED BY:

KIMBERLY RECTOR, CLERK OF THE BOARD  
4080 LEMON STREET, 1<sup>ST</sup> FLOOR CAC  
P O BOX 1147 – RIVERSIDE, CA 92502

**MAIL STOP # 1010**

AND WHEN RECORDED MAIL TO:

**RETURN TO: STOP #1010**  
RIVERSIDE COUNTY CLERK OF THE BOARD  
P. O. BOX 1147 – RIVERSIDE, CA 92502

**2025-0154061**

05/21/2025 03:05 PM Fee: \$ 0.00

Page 1 of 2

Recorded in Official Records  
County of Riverside  
Peter Aldana  
Assessor-County Clerk-Recorder



**THIS SPACE FOR RECORDERS USE ONLY**

**NOTICE OF COMPLETION**

(California Civil Code §§ 8100-8118, 9200-9208)

To be recorded with County Recorder within 15 days after completion.

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

**Project title or description of work:** Riverside County Administrative Center Auditor-Controller 6th Floor Tenant Improvement Project – FM08130013016

**Date of Completion:** Date Hereof

**Nature of owner:** Public Entity

**Interest or estate of owner:** In Fee

**Address of owner:** Clerk of the Board of Supervisors, County Administrative Center,  
4080 Lemon St., Riverside, CA 92501

**Name/address of direct contractor:** Vincor Construction, Inc., 2651 Saturn Avenue, Brea, CA 92821

**Street or legal description of site:** 4080 Lemon Street, 6<sup>th</sup> Floor, Riverside, CA 92501

**Dated:** MAY 20 2025

Owner: County of Riverside  
(Name of Public Entity)

By: V. Manuel Perez  
Chairman, Board of Supervisors  
**V. MANUEL PEREZ**

STATE OF CALIFORNIA )

ss

COUNTY OF RIVERSIDE )

I am the Chairman of the governing board of the County of Riverside, the public entity which executed the foregoing notice and on whose behalf I make this verification; I have read this notice, know its contents, and the same is true. I certify under penalty of perjury that the foregoing is true and correct.

ATTEST: Kimberly Rector, Clerk

By: [Signature]  
Deputy

Executed at Riverside, California on MAY 20 2025

V. Manuel Perez  
Chairman, Board of Supervisors  
**V. MANUEL PEREZ**

FORM APPROVED COUNTY COUNSEL  
BY KRISTINE BELL-VALDEZ DATE

Updated 12/2022

MAY 20 2025 3.9

**PETER ALDANA  
COUNTY OF RIVERSIDE  
ASSESSOR-COUNTY CLERK-RECORDER**

**Recorder**  
P.O. Box 751  
Riverside, CA 92502-0751  
(951) 486-7000

www.riversideacr.com

**CERTIFICATION**

Pursuant to the provisions of Government Code 27361.7, I certify under the penalty of perjury that the following is a true copy of illegible wording found in the attached document:

(Print or type the page number(s) and wording below):

CLARIFICATION FOR SEAL for the Riverside County Board of Supervisors  
(EMBOSSSED ON DOCUMENT)



Date: 05/20/2025

Signature: \_\_\_\_\_

Print Name: Whitney Mayo, Clerk of the Board Assistant



# COUNTY OF RIVERSIDE FACILITIES MANAGEMENT

CHANGE ORDER NO. 2

Date: 5/1/2025

Project Name: Riverside County Administrative Center Auditor-  
Controller 6th Floor Tenant Improvement Project

To Contractor:

PeopleSoft Project No: FM 08130013016

Vincor Construction, Inc.  
2651 Saturn Street  
Brea, CA 92821

**Distribution:**

- |                          |                          |
|--------------------------|--------------------------|
| (1) Project Manager      | (4) Construction Manager |
| (2) Contractor           | (5) Inspector            |
| (3) Accounting & Finance | (6) Architect/Engineer   |

You are directed to make the following changes. Changes shall include labor, material and equipment; each item to include all charges or indirect arising out of this work:

DESCRIPTION OF CHANGE	REASON FOR CHANGE ORDER	COR#	TYPE	AMOUNT
1) Bonds/Insurance			ADD	\$5,444.92
2) Bathroom Ceiling and Wall Framing	Unforeseen Conditions	11	ADD	\$8,703.68
New Fire Alarm Control Panel and Power Supplies for adjacent floors - main building system upgrade required to provide 6th Floor system				
3)	Unforeseen Conditions	13	ADD	\$79,582.91
4) Modify reception transaction window	Department Driven	15	ADD	\$1,552.40
5) Demo T-Bar ceiling in server room	Department Driven	16	ADD	\$2,141.58
6) Furr out elevator shaft	Unforeseen Conditions	17	ADD	\$5,015.60
7) Furr out stairwell #2 shaft	Unforeseen Conditions	18	ADD	\$4,514.04
Break Room 620 and Office 626 Framing				
8) Modifications	Unforeseen Conditions	19	ADD	\$3,285.68
9) Modify framing at bottle filling station	Unforeseen Conditions	20	ADD	\$852.14
10) Add reverse osmosis system to break room	Department Driven	22	ADD	\$3,420.17
11) Addition of power poles to power cubicle areas	Department Driven	23	ADD	\$21,203.25
12) Ceiling stud reinforcement	Unforeseen Conditions	24	ADD	\$4,461.74
Remove old stretch fabric at office entrance and replace with new				
13)	Unforeseen Conditions	25	ADD	\$27,240.15
New Doors, Hardware, and Louver for IT room door				
Add 2 paper towel dispensers and 1 soap dispenser to the break room; add larger mirrors to lobby				
14)	Owner Requested	26	ADD	\$8,885.94
restrooms				
15)	Owner Requested	28	ADD	\$2,696.28
16) Add wall covering to elevator lobby wall	Department Driven	29	ADD	\$999.04
17) Signage not included in original scope	Department Driven	30	ADD	\$23,697.49
Revisions to ductwork and VAV unit because of temperature not being reached				
18)	Department Driven	31	ADD	\$10,584.03
Revised lockset for lobby door and replace originally installed window tint with different window tint				
19)	Department Driven	32	ADD	\$4,381.12
20) Add revised electric hardware to lobby door	Department Driven	33	ADD	\$2,546.55
21) Added signage at delayed egress door	Department Driven	34	ADD	\$283.38
22) Re-laminate employee restroom partitions	Department Driven	35	ADD	\$10,282.41
3 new doors and hardware at employee restrooms				
23)	Department Driven	35	ADD	\$5,573.87
24) Modify power for HVAC equipment	Department Driven	36	ADD	\$4,476.88
Modified power and data for Conference Rooms and large printer area				
25)	Department Driven	37	ADD	\$11,116.20
<b>TOTAL</b>				<b>\$252,941.45</b>

The specifications, where pertinent, shall apply to these changes.

This Change Order provides for a time extension of

40 calendar days

Original Contract Duration (calendar days):

152

Prior Authorized Time Extension (calendar days):

66

Revised Construction Duration (calendar days):

258

Original Contract Completion Date:

7/1/2024

Revised Contract Completion Date:

10/15/2024

NOTE: This change order is not effective until ALL signatures below are obtained, and if applicable, signature authority approval by Form 11 as indicated per Change Order Guidelines.

The undersigned contractor has given careful consideration to the change proposed, including its effect on other work already contracted for, and hereby agrees, if this change order is approved, that he will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment for all costs related in any way thereto the prices shown above. Contractor expressly waives any contract right to pursue any further claim related to this change order work.

MAY 20 2025 3.9



This Change Order may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Change Order agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17, for executing this Change Order. The parties further agree that the electronic signatures of the parties included in this Change Order are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

*Chris Dinunzio*

1) \_\_\_\_\_  
Contractor (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Chris Dinunzio

Contractor's Printed Name

2) *V. Manuel Perez* MAY 20 2025  
Chair of the Board \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

**V. MANUEL PEREZ**

Chair of the Board  
Printed Name

3) *David Bircher*  
Architect (Signature) \_\_\_\_\_ Date \_\_\_\_\_

David Bircher

Architect's Printed Name

4) *Dominick Lombardi*  
Project Manager (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Dominick Lombardi

Project Manager's Printed Name

Original Contract	\$	3,794,538.00
Prior Authorized <input checked="" type="checkbox"/> ADD <input type="checkbox"/> DEDUCT	\$	191,550.26
Total Contract Prior to this Change	\$	<b>3,986,088.26</b>

Authorized Changes on this Change Order: \$ 252,941.45

Amount of Contract Authorized  
Including this Change Order \$ **4,239,029.71**

Pursuant to: ☐ Board Policy B-11  
☒ M.O. and Date \_\_\_\_\_

5) *Jonathan Jensen*  
Department Representative (Signature) \_\_\_\_\_

Jonathan Jensen  
Department Representative's Printed Name

ATTEST:  
**KIMBERLY A. RECTOR, Clerk**

By *[Signature]*  
**DEPUTY**

MAY 20 2025 3.9











# 013016\_CO No 2 for Vincor\_Riv CAC ACO 6th Flr TI Project

Final Audit Report










2025-05-21

Created:	2025-05-12
By:	Maria Gutierrez (mcgutierrez@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAABVhmcDVwSuS8b7xB8UG9HtPP--kKwJ8JH

## "013016\_CO No 2 for Vincor\_Riv CAC ACO 6th Flr TI Project" History

-  Document created by Maria Gutierrez (mcgutierrez@rivco.org)  
2025-05-12 - 8:17:15 PM GMT- IP address: 158.61.6.2
-  Document emailed to chris@vincorinc.com for signature  
2025-05-12 - 8:18:03 PM GMT
-  Email viewed by chris@vincorinc.com  
2025-05-12 - 8:25:06 PM GMT- IP address: 108.147.175.84
-  Signer chris@vincorinc.com entered name at signing as Chris Dinunzio  
2025-05-12 - 8:26:16 PM GMT- IP address: 108.147.175.84
-  Document e-signed by Chris Dinunzio (chris@vincorinc.com)  
Signature Date: 2025-05-12 - 8:26:18 PM GMT - Time Source: server- IP address: 108.147.175.84
-  Document emailed to dbircher@dlrgroup.com for signature  
2025-05-12 - 8:26:20 PM GMT
-  Email viewed by dbircher@dlrgroup.com  
2025-05-12 - 9:09:55 PM GMT- IP address: 104.47.56.254
-  Signer dbircher@dlrgroup.com entered name at signing as David Bircher  
2025-05-12 - 9:12:00 PM GMT- IP address: 65.154.238.26
-  Document e-signed by David Bircher (dbircher@dlrgroup.com)  
Signature Date: 2025-05-12 - 9:12:02 PM GMT - Time Source: server- IP address: 65.154.238.26
-  Document emailed to dlombardi@rivco.org for signature  
2025-05-12 - 9:12:04 PM GMT



-  Email viewed by dlombardi@rivco.org  
2025-05-12 - 9:18:58 PM GMT- IP address: 158.61.6.2
-  Signer dlombardi@rivco.org entered name at signing as Dominick Lombardi  
2025-05-12 - 9:19:41 PM GMT- IP address: 158.61.6.2
-  Document e-signed by Dominick Lombardi (dlombardi@rivco.org)  
Signature Date: 2025-05-12 - 9:19:43 PM GMT - Time Source: server- IP address: 158.61.6.2
-  Document emailed to Jonathon Jensen (JJensen@rivco.org) for signature  
2025-05-12 - 9:19:46 PM GMT
-  Email viewed by Jonathon Jensen (JJensen@rivco.org)  
2025-05-19 - 5:10:29 PM GMT- IP address: 158.61.6.2
-  New document URL requested by dlombardi@rivco.org  
2025-05-21 - 5:31:25 PM GMT- IP address: 158.61.6.2
-  Email viewed by Jonathon Jensen (JJensen@rivco.org)  
2025-05-21 - 5:52:09 PM GMT- IP address: 158.61.6.7
-  Document e-signed by Jonathon Jensen (JJensen@rivco.org)  
Signature Date: 2025-05-21 - 5:52:42 PM GMT - Time Source: server- IP address: 158.61.6.7
-  Agreement completed.  
2025-05-21 - 5:52:42 PM GMT





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
3450 14th Street, Suite 420  
Riverside, CA 92501  
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

### INFORMATION TECHNOLOGY

Information Technology  
3450 14th Street  
Riverside CA 92501  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
ITARC-0000018439	2024-08-16	3 - 2024-10-17
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Ryan Emblem		

**Vendor:** 0000265852  
Semetra  
170 N MAPLE ST  
SUITE 103  
CORONA CA 92878  
United States

**Ship To:** 6545-15750  
RCIT  
Riv County  
Collaboration CNTR  
1960 Chicago Ave Bldg  
E Suite E1\_E2  
Riverside CA 92507  
United States

**Attention:** TASK0748493

**Bill To:** Information Technology  
3450 14th Street  
Riverside CA 92501  
United States

Tax Exempt?		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	MATERIALS & EQUIPMENT Material & Equipment		10671.59		1.00	10671.59	09/15/2024
SUT Code: SC8 (8.75%)						933.76	
Schedule Total						11605.35	
Item Total						11605.35	
2 - 1	LABOR Labor		44427.00		1.00	44427.00	09/15/2024
Schedule Total						44427.00	
Item Total						44427.00	
3 - 1	PAYMENT & PERFORMANCE BONDS Payment & Performance Bonds		3500.00		1.00	3500.00	09/15/2024
Schedule Total						3500.00	
Item Total						3500.00	

Authorized Signature

Ryan Emblem





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
3450 14th Street, Suite 420  
Riverside, CA 92501  
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

### INFORMATION TECHNOLOGY

Information Technology  
3450 14th Street  
Riverside CA 92501  
United States

CHANGE ORDER		Dispatch Via Email
<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>
ITARC-0000018439	2024-08-16	3 - 2024-10-17
<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>
Ryan Emblem		

**Vendor:** 0000265852  
Semetra  
170 N MAPLE ST  
SUITE 103  
CORONA CA 92878  
United States

**Ship To:** 6545-15750  
RCIT  
Riv County  
Collaboration CNTR  
1960 Chicago Ave Bldg  
E Suite E1\_E2  
Riverside CA 92507  
United States

**Attention:** TASK0748493

**Bill To:** Information Technology  
3450 14th Street  
Riverside CA 92501  
United States

Tax Exempt?	Line-Sch	Item/Description	Tax Exempt ID:	Mfg ID	Quantity	UOM	Replenishment Option:	Standard	PO Price	Extended Amt	Due Date
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**Total SUT Code SC8** 933.76  
**(8.75%)**

DIR Project ID number: 20240541883

This project is in compliance with the Purchasing Policy Manual (most recent version) and PCC 22032. Semetra quote dated 6/21/2024.

The Contractor shall furnish all labor, materials, parts, equipment, tools, supervision, services, transportation, waste disposal, facilities and other required items necessary to complete the following work in strict accordance with all of the Contract Documents.

#### PREVAILING WAGES AND LABOR CODE REQUIREMENTS-

This is a public works project subject to compliance monitoring and enforcement by the California Department of Industrial Relations. The awarded bidder shall comply with all applicable provisions of the California State Labor Code regarding prevailing wages, Department of Industrial Relations Division of Apprenticeship Standards Labor and other requirements, including but not limited to Labor Code Sections 1771.4, 1773.1, 1774, 1775, 1776, 1777.5, 1813 and 1815.

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

Electronic invoices and payment inquiries can be sent to: RCIT-  
AcctsPayable@rivco.org  
TO ENSURE PROMPT PAYMENT THE PURCHASE ORDER ORDER NUMBER MUST BE REFERENCED ON ALL INVOICES & DOCUMENTS.

In the Event of contradiction, between the County's and the Seller's conditions, the County's conditions shall prevail.

To view County's Terms and Conditions, please refer to <http://www.purchasing>.

**Authorized Signature**

*Ryan Emblem*



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
3450 14th Street, Suite 420  
Riverside, CA 92501  
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

### INFORMATION TECHNOLOGY

Information Technology  
3450 14th Street  
Riverside CA 92501  
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
ITARC-0000018439	2024-08-16	3 - 2024-10-17
Payment Terms	Freight Terms	Ship Via
Net 30	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Ryan Emblem		

**Vendor:** 0000265852  
Semetra  
170 N MAPLE ST  
SUITE 103  
CORONA CA 92878  
United States

**Ship To:** 6545-15750  
RCIT  
Riv County  
Collaboration CNTR  
1960 Chicago Ave Bldg  
E Suite E1\_E2  
Riverside CA 92507  
United States

**Attention:** TASK0748493

**Bill To:** Information Technology  
3450 14th Street  
Riverside CA 92501  
United States

### Tax Exempt?

Line-  
Sch

**Tax Exempt ID:**  
**Mfg ID**

**Quantity** **UOM**

**Replenishment Option:** Standard

**PO Price** **Extended Amt** **Due Date**

co.riverside.ca.us

- \* 116-200 General Conditions
- \* 116-210 General Conditions-Materials and/or Services
- \* 116-230 General Conditions-Equipment

The County reserves the right to cancel the unexpended balance of this order at any time.

Approved by:

Ryan Emblem  
Procurement Contract Specialist  
County of Riverside - Purchasing and Fleet Services  
(951) 955-9290  
REmblem@rivco.org

**Total PO Amount**

59532.35

Authorized Signature

Ryan Emblem