



EXECUTIVE SUMMARY

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to issue a standard agreement (purchase order) with Los Trigos, Inc. dba The Receptionist for the visitor check-in system software renewal that provides an additional layer of security by identifying external Facilities Management vendors and visitors. Fiscal Impact: Estimated \$2,340.00 (cumulative \$10,738.00)

Presenter(s): Deborah Czubkowski, VP Facilities Management

What is the purpose of this contract and why is it needed? The visitor check-in system software and supplies provided by Los Trigos, Inc. dba The Receptionist supports the Facilities Management Team by tracking contractors, vendors, and visitors on Campus in the reception area of the Maintenance offices before any work is performed notifying the Broward College contact via phone and email as well as providing a label badge with vendor staff name, vendor business name, email address, phone number and photo taken during the check in process. The visitor check in iPads are located in the Campus Facilities reception offices on Central, North, and South Campus.

What procurement process or bid waiver was used and why? Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there is no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. One quote was obtained by the requesting department to identify the best value for the required commodity or service.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting? Yes, this is part of the 2024/2025 annual operating budget.

What fund, cost center and line item(s) were used? Funds available in FD100, CC0037 (GLC65500).

Has Broward College used this vendor before for these products or services? Yes.

Was the product or service acceptable in the past? Yes, this vendor has provided excellent support, products and customer service.

Was there a return on investment anticipated when entering this contract? No.

Was that return on investment not met, met, or exceeded and how? Not Applicable.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Not Applicable.

Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

FISCAL IMPACT:

Description: Estimated \$2,340.00. Worktags: FD100, CC0037, BU201, PG000221, GLC65500.

Board Item

04/30/24

CC0037 · Building Maintenance

Central expires 8/2025

06/25/24

CC0037 · Building Maintenance

North expires 3/2025

06/25/24

CC0037 · Building Maintenance

South expires 3/2025

Meeting of October 8, 2024

(\$1,140.00)

(\$600.00)

(\$600.00)

TOTAL: (\$2,340.00)

Donald Astrab

Donald Astrab, VP, Academic Operations, Analytics, & Comm

5/15/2024

























APPROVAL PATH: 12080 Los Trigos, Inc. dba The Receptionist- Software License FY2024-2025

 **Workflow**

 Synchronize Routing

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Deborah Czubkowski	VP, Facilities Management		 Completed	
2	Donald Astrab	Chief Operating Officer		 Completed	
3	Alina Gonzalez	Review		 Completed	
4	Raj Mettai	Review		 Completed	
5	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
6	Zaida Riollano	Procurement Approval		 Completed	
7	Rabia Azhar	CFO Review		 Completed	
7	Christine Sims	Budget Departmental Review		 Completed	
7	Legal Services Review Group	Review and Approval for Form and		 Completed	
8	Board Clerk	Agenda Preparation		 Pending	
9	District Board of Trustees	Meeting	10/08/24 11:00 AM	 Pending	
10	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
11	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	

The Receptionist

13918 E Mississippi Ave #62971
Aurora, CO 80012 US
(303) 954-8282
books@thereceptionist.com
www.TheReceptionist.com

Quote



ADDRESS
Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309 United States of America

SHIP TO
Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309 United States of America

QUOTE #	DATE
1627	04/09/2024

LOCATION

22327

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Annual Premium Plan RENEWAL ESTIMATE Dates of Service: August 11, 2024 - August 11, 2025 LOCATION: Central Campus Premium Plan 25 to 49 Contacts Annual Original Location 12 Months of Premium Plan of The Receptionist Service (\$95/month) Includes 1 month free with annual plan	1	1,140.00	1,140.00

TOTAL \$1,140.00

Prior to shipping your order, we will need:

1. A copy of the Purchase Order for our records, and our completed PO form, found in our Vendor Documents
2. Confirmation from your Accounts Payable department that they have received and posted the invoice for payment before we are able to ship hardware.

You may find our Vendor Documents at <https://thereceptionist.com/vendors/>

Thank you!
The Receptionist
www.thereceptionist.com

Accepted By

Accepted Date

The Receptionist

13918 E Mississippi Ave #62971
Aurora, CO 80012 US
(303) 954-8282
books@thereceptionist.com
www.TheReceptionist.com

Quote



ADDRESS
Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309 United States of America

SHIP TO
Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309 United States of America

QUOTE #	DATE	
1626	04/09/2024	

LOCATION

23982

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Annual Basic Plan RENEWAL ESTIMATE Dates of Service: March 1, 2024 - March 1, 2025 LOCATION: North Campus Basic Plan 1 to 24 Contacts Annual Original Location 12 Months of Basic TR Service (\$50/month) Includes 1 month free with annual plan	1	600.00	600.00
	Sales Tax Sales Tax calculated by AvaTax on Tue Apr 9 02:55:32 UTC 2024	1	0.00	0.00
	TOTAL			\$600.00

Prior to shipping your order, we will need:

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Thank you!
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The Receptionist

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Aurora, CO 80012 US
(303) 954-8282
books@thereceptionist.com
www.TheReceptionist.com

Quote



ADDRESS
Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309 United States of America

SHIP TO
Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309 United States of America

QUOTE #	DATE	
1628	04/09/2024	

LOCATION

23983

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Annual Basic Plan RENEWAL ESTIMATE Dates of Service: March 1, 2024 - March 1, 2025 LOCATION: South Campus Basic Plan 1 to 24 Contacts Annual Original Location 12 Months of Basic TR Service (\$50/month) Includes 1 month free with annual plan	1	600.00	600.00
	Sales Tax Sales Tax calculated by AvaTax on Tue Apr 9 02:55:35 UTC 2024	1	0.00	0.00
	TOTAL			\$600.00

Prior to shipping your order, we will need:

1. A copy of the Purchase Order for our records, and our completed PO form, found in our Vendor Documents
2. Confirmation from your Accounts Payable department that they have received and posted the invoice for payment before we are able to ship hardware.

You may find our Vendor Documents at <https://thereceptionist.com/vendors/>

Thank you!
The Receptionist
www.thereceptionist.com

Re: Request to Confirm Account Representative Name / Broward College Terms & Conditions / Supplemental Addendum Form (Sign)

Receptionist Business Team <business@thereceptionist.com>

Fri 06/14/2024 6:04 PM

To: Jean Griffin <jgriffin@broward.edu>

Cc: books@thereceptionist.com <books@thereceptionist.com>; Ana Ovalles <aovalles@broward.edu>

📎 1 attachments (520 KB)

Complete_with_Docusign_Supplemental_Addendum.pdf;

CAUTION: This email originated from outside of Broward College. DO NOT click links or open attachments unless you are expecting the information and recognize the sender.

Hi there,

1. Zaq Tull - zaq@thereceptionist.com - 303-954-8282 x123
2. Yes, I Joel Cabrera accept Broward College's Terms and Conditions in lieu of our own, and I warrant that I have legal power to bind Los Trigos, Inc dba The Receptionist on its behalf.

Thanks,
Joel



The Receptionist Business Team
303-954-8282 ext. 103
Business@TheReceptionist.com
www.TheReceptionist.com

On Mon, Jun 10, 2024 at 9:28 AM Jean Griffin <jgriffin@broward.edu> wrote:
Good Morning!

Can we get your help on the following items requested by Broward College to complete the approvals for the Visitor Management System Software Renewal:

1. **Confirm Account Representative Contact Name/Email/Phone #** -
Example: Account Executive - Daniel de Souza
2. **Accept the Broward College Terms & Conditions via Email** -or- **Remove the Vendor Terms & Conditions links from the attached (3) Quotes:**

Please provide an Email with the Broward College Terms & Conditions (T&C) Acceptance Wording (blue text) below:

“Yes, I (name of individual) accept Broward College’s Terms and Conditions in

lieu of our own, and I warrant that I have legal power to bind (Company Name) on its behalf.”

3. Please Fill Out and Sign the **Broward College Supplemental Addendum** (attached).

Please let Ana Ovalles, AVP Facilities Planning and Capital Budgets and myself know if you need additional information or have questions 😊

Thank You for Your Help! - Jean

Please Note: Due to Florida's very broad public records law, most written communications to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, this email communication may be subject to public disclosure.

**BROWARD[®]
COLLEGE**

Jean Griffin

Executive Assistant, Broward College

P: +1 (954) 201-6813

E: jgriffin@broward.edu | **W:** broward.edu

A: 3501 Davie Road
Davie, FL 33314



Please consider the environment before printing this email.



Procurement Services
6400 NW 6th Way
Fort Lauderdale, Florida, 33309
Telephone: 954.201.7455
Fax: 954.201.7330
broward.edu/community/vendor

Supplier:

Los Trigos, Inc. dba The Receptionist
13918 E Mississippi Ave #62971
Aurora, CO 80012
United States of America

Ship to:

Broward College
3501 SW Davie Road
Central Receiving, Bldg 23
Davie, FL 33314
United States of America

Memo Line:

Ref. Price Quote #00002947 (Rev. 1) dated August 3, 2021 per Quinn Walsh.

PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES: This Purchase Order incorporates the scrutinized companies' requirements of Florida Statutes Sections 287.135(2), 287.135(4), 215.473 and 215.4725 and any related sections. By accepted this Purchase Order, the Vendor certifies its compliance with these sections.

Contact Persons - End User Dept:

- Guillermo Ardon @ (954) 201-4589
gardon@broward.edu
- Aldrin Divinagracia-Lake @ (954) 201-4525
ndivinag@broward.edu

(•• Note: Please send electronic invoice(s) and statements to these individuals.)

INSURANCE REQUIREMENTS:

Service related suppliers agree to comply with Insurance Requirements as determined by the College. Certificates of Insurance (COI) listing Broward College as an additional insured should be mailed to the Procurement department or e-mailed to ProcureContract@broward.edu.

REFER ALL INQUIRIES TO: Mitchell, Beau +1 (954) 201-7551 x0	DELIVERY DUE:	DELIVERY SCHEDULE: M-F 7:00 a.m. - 3:30 p.m.
CONTRACT NUMBER:	PAYMENT TERMS: Net 30	FREIGHT TERMS: DESTINATION

Goods Lines							
Line Number	Supplier Item Identifier	Description	Requested Delivery Date	Quantity	Unit of Measure	Unit Price	Line Amount
1	Annual Basic	Basic Plan 1 to 24 Contacts Annual Original Location, 12 Months of Basic iPad TR Service (\$49/month); includes 1 month free with Annual Plan		1	Each	539.00	539.00
2	QL-820NWB	Brother QL-820NWB Label Printer (only with RIAB bundle purchase)		1	Each	259.00	259.00

PURCHASE ORDER		
PO-021151		
PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.		
Date 08/12/2021	Change Notice	Page 1 of 2
<p>MAIL INVOICES TO: Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309 United States of America</p> <p>For Accounts Payable Questions Only: 954.201.5315 Tax ID#: 59-1216107</p>		
INVOICES THAT DO NOT REFLECT THE PURCHASE ORDER MAY BE RETURNED OR RESULT IN DELAYED PAYMENTS.		
<p>Central Campus Initial Set Up with Box Desk Stand, iPad, Label Printer Basic Annual Aug 11, 2021 - Aug 11, 2022</p>		
<p>TAX EXEMPTION FLORIDA: 85-8012557374C-7</p>		
<p>Worktags: BU201 CC0037 FD100 PG000221</p>		

PURCHASE ORDER TERMS & CONDITIONS:

Supplier agrees to comply with Purchase Order Terms and Conditions as found at <http://www.broward.edu/community/vendor/Pages/default.aspx>, or to agreed upon Contract Terms on file.



Procurement Services
 6400 NW 6th Way
 Fort Lauderdale, Florida, 33309
 Telephone: 954.201.7455
 Fax: 954.201.7330
 broward.edu/community/vendor

PURCHASE ORDER		
PO-021151		
PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.		
Date	Change Notice	Page
08/12/2021		2 of 2

Goods Lines							
Line Number	Supplier Item Identifier	Description	Requested Delivery Date	Quantity	Unit of Measure	Unit Price	Line Amount
3	RIAB Desk White with Plan	Receptionist in a Box Desk Stand, White, Bundle Discount includes \$100 off of hardware purchase (with Annual Plan purchase), to include * White Enclosure; * White Deskstand; * Brand new White Apple iPad; * Charged and ready for your Apple ID; * 3 foot & 6 foot charging cables; * Download our app, log in, and start greeting visitors; * Free UPS Ground Shipping (US only).		1	Each	899.00	899.00

Seller agrees to abide by all provisions of Section 202 of Executive Order 11246, as amended by Executive Order 11375, relative to the Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations pertaining to thereto.



 AUTHORIZED SIGNATURE

TOTAL	\$1,697.00
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Spend Category:
Software License Purchased
Technology Non-Subscription

Company Address 13918 E Mississippi Ave #62971
Aurora, Colorado 80012
United States

Created Date 8/3/2021
Expiration Date 9/8/2021
Quote Number 00002947
Opportunity Name Broward College-

Prepared By Quinn Walsh
Email quinn@thereceptionist.com

Contact Name Guillermo Ardon
Phone 1-954-201-4589
Email gardon@broward.edu

Bill To Name Broward College
Bill To 225 East Las Olas Boulevard
Fort Lauderdale, Florida 33301
United States

Ship To Name Broward College
Ship To United States

Product	Product Description	List Price	Sales Price	Quantity	Total Price
Annual Basic	Basic Plan 1 to 24 Contacts Annual Original Location 12 Months of Basic iPad TR Service (\$49/month) Includes 1 month free with Annual Plan	\$539.00	\$539.00	1.00	\$539.00
Brother Printer 820NWB	Brother QL-820NWB Label Printer (only with RIAB bundle purchase)	\$259.00	\$259.00	1.00	\$259.00
RIAB Desk white with plan	Receptionist in a Box Desk Stand, White, Bundle Discount includes \$100 off of hardware purchase (with Annual Plan purchase) Includes: *White Enclosure *White Deskstand *Brand new White Apple iPad *Charged and ready for your Apple ID *3 foot & 6 foot charging cables *Download our app, log in, and start greeting visitors *Free UPS Ground Shipping (US only)	\$899.00	\$899.00	1.00	\$899.00

Subtotal \$1,697.00
Discount 0.00%
Total Price \$1,697.00
Grand Total \$1,697.00



Procurement Services
 6400 NW 6th Way
 Fort Lauderdale, Florida, 33309
 Telephone: 954.201.7455
 Fax: 954.201.7330
 broward.edu/community/vendor

PURCHASE ORDER		
PO-022163		
PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.		
Date	Change Notice	Page
02/15/2022		1 of 2
MAIL INVOICES TO: Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309 United States of America For Accounts Payable Questions Only: 954.201.5315 Tax ID#: 59-1216107		
INVOICES THAT DO NOT REFLECT THE PURCHASE ORDER MAY BE RETURNED OR RESULT IN DELAYED PAYMENTS.		
North Campus & South Campus Initial Set Up with Box Desk Stand, iPad, Label Printer Annual Basic Plan Feb 2022 - Feb 2023		
TAX EXEMPTION FLORIDA: 85-8012557374C-7 Worktags: BU201 CC0037 FD100 PG000221		

Supplier:

Los Trigos, Inc. dba The Receptionist
 13918 E Mississippi Ave #62971
 Aurora, CO 80012
 United States of America

Ship to:

Broward College
 3501 SW Davie Road
 Central Receiving, Bldg 23
 Davie, FL 33314
 United States of America

Memo Line:

Ref. Price Quote #00003299 dated January 24, 2022 per Quinn Walsh.

PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES: This Purchase Order incorporates the scrutinized companies' requirements of Florida Statutes Sections 287.135(2), 287.135(4), 215.473 and 215.4725 and any related sections. By accepted this Purchase Order, the Vendor certifies its compliance with these sections.

Contact Persons - End User Dept:
 Jonathan Iglesias @ (954) 201-6817
 jiglesias@broward.edu

• Please send Invoices to: jgriffin@broward.edu, ndivinag@broward.edu

INSURANCE REQUIREMENTS:

Service related suppliers agree to comply with Insurance Requirements as determined by the College. Certificates of Insurance (COI) listing Broward College as an additional insured should be mailed to the Procurement department or e-mailed to ProcureContract@broward.edu.

PURCHASE ORDER TERMS & CONDITIONS:

Supplier agrees to comply with Purchase Order Terms and Conditions as found at <http://www.broward.edu/community/vendor/Pages/default.aspx>, or to agreed upon Contract Terms on file.

REFER ALL INQUIRIES TO: Mitchell, Beau +1 (954) 201-7551 x0	DELIVERY DUE:	DELIVERY SCHEDULE: M-F 7:00 a.m. - 3:30 p.m.
CONTRACT NUMBER:	PAYMENT TERMS: Net 30	FREIGHT TERMS: DESTINATION

Goods Lines							
Line Number	Supplier Item Identifier	Description	Requested Delivery Date	Quantity	Unit of Measure	Unit Price	Line Amount
1		Basic Plan 1 to 24 Contacts Annual Original Location - 12 Months of Basic iPad TR Service @ \$49/month; includes 1 month free with Annual Plan.		2	Each	539.00	1078.00
2		Brother QL-820NWB Label Printer (only with RIAB bundle purchase)		2	Each	259.00	518.00




Procurement Services
 6400 NW 6th Way
 Fort Lauderdale, Florida, 33309
 Telephone: 954.201.7455
 Fax: 954.201.7330
 broward.edu/community/vendor

PURCHASE ORDER		
PO-022163		
PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.		
Date	Change Notice	Page
02/15/2022		2 of 2

Goods Lines							
Line Number	Supplier Item Identifier	Description	Requested Delivery Date	Quantity	Unit of Measure	Unit Price	Line Amount
3		Receptionist in a Box Desk Stand, White, Bundle Discount includes \$100 off of hardware purchase (with Annual Plan purchase) Includes: *White Enclosure *White Deskstand *Brand new White Apple iPad *Charged and ready for your Apple ID *3 foot & 6 foot charging cables *Download our app, log in, and start greeting visitors *Free UPS Ground Shipping (US only)		2	Each	899.00	1798.00

Seller agrees to abide by all provisions of Section 202 of Executive Order 11246, as amended by Executive Order 11375, relative to the Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations pertaining to thereto.



 AUTHORIZED SIGNATURE

TOTAL	\$3,394.00
--------------	-------------------

Company Address 13918 E Mississippi Ave #62971
Aurora, Colorado 80012
United States

Created Date 1/24/2022
Expiration Date 2/28/2022
Quote Number 00003299
Opportunity Name Broward College- North and South Campus buildings

Prepared By Quinn Walsh
Email quinn@thereceptionist.com

Bill To Name Broward College
Bill To 225 East Las Olas Boulevard
Fort Lauderdale, Florida 33301
United States

Ship To Name Broward College
Ship To United States

Product	Product Description	List Price	Sales Price	Quantity	Total Price
Annual Basic	Basic Plan 1 to 24 Contacts Annual Original Location 12 Months of Basic iPad TR Service (\$49/month) Includes 1 month free with Annual Plan	\$539.00	\$539.00	2.00	\$1,078.00
Brother Printer 820NWB	Brother QL-820NWB Label Printer (only with RIAB bundle purchase)	\$259.00	\$259.00	2.00	\$518.00
RIAB Desk white with plan	Receptionist in a Box Desk Stand, White, Bundle Discount includes \$100 off of hardware purchase (with Annual Plan purchase) Includes: *White Enclosure *White Deskstand *Brand new White Apple iPad *Charged and ready for your Apple ID *3 foot & 6 foot charging cables *Download our app, log in, and start greeting visitors *Free UPS Ground Shipping (US only)	\$899.00	\$899.00	2.00	\$1,798.00

Subtotal \$3,394.00
Discount 0.00%
Total Price \$3,394.00
Grand Total \$3,394.00



Procurement Services
 6400 NW 6th Way
 Fort Lauderdale, Florida, 33309
 Telephone: 954.201.7455
 Fax: 954.201.7330
 broward.edu/community/vendor

Supplier:

Los Trigos, Inc. dba The Receptionist
 13918 E Mississippi Ave #62971
 Aurora, CO 80012
 United States of America

Ship to:

Broward College
 3501 SW Davie Road
 Central Receiving, Bldg 23
 Davie, FL 33314
 United States of America

Memo Line:

• Ref. Annual Renewal Quote #1575 dated August 9, 2022 per Quinn Walsh.

PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES: This Purchase Order incorporates the scrutinized companies' requirements of Florida Statutes Sections 287.135(2), 287.135(4), 215.473 and 215.4725 and any related sections. By accepted this Purchase Order, the Vendor certifies its compliance with these sections.

Contact Persons - End User Dept:
 • Jonathan Iglesias @ (954) 201-6817
 jiglesia@broward.edu

• Robert Probel @ (954) 201-4525
 rprobel@broward.edu

•• Jean Griffin @ j(954) 201-6813
 jgriffin@broward.edu,

•• Aldrin Divinagracia-Lake @ 954-201-4525
 ndivinag@broward.edu

(•• Note: Please send electronic invoice(s) and statements to these individuals.)

INSURANCE REQUIREMENTS:

Service related suppliers agree to comply with Insurance Requirements as determined by the College. Certificates of Insurance (COI) listing Broward College as an additional insured should be mailed to the Procurement department or e-mailed to ProcureContract@broward.edu.

REFER ALL INQUIRIES TO: Mitchell, Beau +1 (954) 201-7551 x0	DELIVERY DUE:	DELIVERY SCHEDULE: M-F 7:00 a.m. - 3:30 p.m.
CONTRACT NUMBER:	PAYMENT TERMS: Net 30	FREIGHT TERMS: DESTINATION

PURCHASE ORDER

PO-023589

PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.

Date	Change Notice	Page
09/23/2022		1 of 2

MAIL INVOICES TO:
 Broward College
 Accounts Payable
 6400 NW 6 Way, 3rd Floor
 Fort Lauderdale, FL 33309
 United States of America
 For Accounts Payable Questions Only:
 954.201.5315
 Tax ID#: 59-1216107

INVOICES THAT DO NOT REFLECT THE PURCHASE ORDER MAY BE RETURNED OR RESULT IN DELAYED PAYMENTS.

**Central Campus
 Annual Basic Plan
 Aug 11, 2022 - Aug 11, 2023**

Note:
**Quote has Wrong Campus
 Location**

TAX EXEMPTION
 FLORIDA: 85-8012557374C-7

Worktags:
**BU201
 CC0037
 FD100
 PG000221**

PURCHASE ORDER TERMS & CONDITIONS:

Supplier agrees to comply with Purchase Order Terms and Conditions as found at <http://www.broward.edu/community/vendor/Pages/default.aspx>, or to agreed upon Contract Terms on file.



Procurement Services
 6400 NW 6th Way
 Fort Lauderdale, Florida, 33309
 Telephone: 954.201.7455
 Fax: 954.201.7330
 broward.edu/community/vendor

PURCHASE ORDER		
PO-023589		
PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.		
Date	Change Notice	Page
09/23/2022		2 of 2

Goods Lines							
Line Number	Supplier Item Identifier	Description	Requested Delivery Date	Quantity	Unit of Measure	Unit Price	Line Amount
1	Central Campus	Annual Renewal - Broward College North & South Campus buildings; Basic Plan 1 to 24 Contacts Annual Original Location; 12 Months of Basic TR Service (\$49/month); Includes 1 month free with annual plan; dates of service, Aug 11, 2022 - Aug 11, 2023.		1	Each	539.00	539.00

Seller agrees to abide by all provisions of Section 202 of Executive Order 11246, as amended by Executive Order 11375, relative to the Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations pertaining to thereto.	 <hr/> AUTHORIZED SIGNATURE	TOTAL	\$539.00
		(Empty space for additional totals or notes)	

Los Trigos, Inc dba The Receptionist
13918 E Mississippi Ave #62971
Aurora, CO 80012 US
(303) 954-8282
books@thereceptionist.com
www.TheReceptionist.com

Quote



ADDRESS

Broward College
Accounts Payable
6400 NW 6 Way, 3rd Floor
Fort Lauderdale, FL 33309
United States of America

QUOTE #	DATE
1575	08/09/2022

DATE	ACTIVITY	QTY	RATE	AMOUNT
	RENEWAL SERVICE ESTIMATE Dates of service: Aug 11, 2022 - Aug 11, 2023 Annual Basic Plan LOCATION: Broward College- North and South Campus buildings Basic Plan 1 to 24 Contacts Annual Original Location 12 Months of Basic TR Service (\$49/month) Includes 1 month free with annual plan	1	539.00	539.00

You may find our Vendor Documents at <https://thereceptionist.com/vendors/>

TOTAL

\$539.00

Thank you!
The Receptionist
www.the-receptionist.com

Accepted By

Accepted Date



Procurement Services
6400 NW 6th Way
Fort Lauderdale, Florida, 33309
Telephone: 954.201.7455
Fax: 954.201.7330
broward.edu/community/vendor

Supplier:

Los Trigos, Inc. dba The Receptionist
13918 E Mississippi Ave #62971
Aurora, CO 80012
United States of America

Ship to:

Broward College
3501 SW Davie Road
Central Receiving, Bldg 23
Davie, FL 33314
United States of America

Memo Line:

Ref. Annual Renewal Quote #1577 dated October 11, 2022 per Quinn Walsh.

PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES: This Purchase Order incorporates the scrutinized companies' requirements of Florida Statutes Sections 287.135(2), 287.135(4), 215.473 and 215.4725 and any related sections. By accepted this Purchase Order, the Vendor certifies its compliance with these sections.

Contact Persons - End User Dept:

- Jonathan Iglesias @ (954) 201-6817
jiglesia@broward.edu
- Robert Probel @ (954) 201-4525
rprobel@broward.edu
- Jean Griffin @ j(954) 201-6813
jgriffin@broward.edu,
- Aldrin Divinagracia-Lake @ 954-201-4525
ndivinag@broward.edu

(•• Note: Please send electronic invoice(s) and statements to these individuals.)

INSURANCE REQUIREMENTS:

Service related suppliers agree to comply with Insurance Requirements as determined by the College. Certificates of Insurance (COI) listing Broward College as an additional insured should be mailed to the Procurement department or e-mailed to ProcureContract@broward.edu.

REFER ALL INQUIRIES TO: Mitchell, Beau +1 (954) 201-7551 x0	DELIVERY DUE:	DELIVERY SCHEDULE: M-F 7:00 a.m. - 3:30 p.m.
CONTRACT NUMBER:	PAYMENT TERMS: Net 30	FREIGHT TERMS: DESTINATION

PURCHASE ORDER		
PO-023731		
PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.		
Date 10/20/2022	Change Notice	Page 1 of 2
<p>MAIL INVOICES TO: Broward College Accounts Payable 6400 NW 6 Way, 3rd Floor Fort Lauderdale, FL 33309 United States of America</p> <p>For Accounts Payable Questions Only: 954.201.5315 Tax ID#: 59-1216107</p>		
<p>INVOICES THAT DO NOT REFLECT THE PURCHASE ORDER MAY BE RETURNED OR RESULT IN DELAYED PAYMENTS.</p>		
<p>Central Campus *Upgrade to Premium Plan Aug 11, 2022 - Aug 11, 2023</p> <p>Note: Quote has Wrong Locations and Quantity *Upgrade Total Amount is Correct</p> <p>TAX EXEMPTION FLORIDA: 85-8012557374C-7</p> <p>Worktags: BU201 CC0037 FD100 PG000221</p>		

PURCHASE ORDER TERMS & CONDITIONS:

Supplier agrees to comply with Purchase Order Terms and Conditions as found at <http://www.broward.edu/community/vendor/Pages/default.aspx>, or to agreed upon Contract Terms on file.



Procurement Services
 6400 NW 6th Way
 Fort Lauderdale, Florida, 33309
 Telephone: 954.201.7455
 Fax: 954.201.7330
 broward.edu/community/vendor

PURCHASE ORDER		
PO-023731		
PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.		
Date	Change Notice	Page
10/20/2022		2 of 2

Goods Lines							
Line Number	Supplier Item Identifier	Description	Requested Delivery Date	Quantity	Unit of Measure	Unit Price	Line Amount
1		Annual Renewal - Broward College Central Campus buildings; Premium Plan - 25 to 49 Contacts, (\$99/month); includes 1 month free with annual plan, dates of service - Aug. 11, 2022 thru Aug. 11, 2023.		1	Each	1089.00	1089.00

Seller agrees to abide by all provisions of Section 202 of Executive Order 11246, as amended by Executive Order 11375, relative to the Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations pertaining to thereto.	 <hr/> AUTHORIZED SIGNATURE	TOTAL	\$1,089.00

Premium Plan Upgrade Central Campus Total: \$1,089.00

***Vendor Credited Previously Paid \$539.00**

on PO-023589 for Basic Plan

Actual Total Paid on this PO-023731: \$550.00

The Receptionist

13918 E Mississippi Ave #62971
Aurora, CO 80012
United States
Phone: 303-954-8282
Email: books@thereceptionist.com

Invoice

Invoice # 86216
Billed On Oct 11, 2022
Terms Net-30
Due On Nov 11, 2022

Bill To

Broward College

6400 NW 6 Way
3rd Floor
Fort Lauderdale, FL 33309
United States

DUE

on Nov 11, 2022

\$550.00 USD

Date	Description	Qty	Price	Subtotal
Aug 11, 2022 - Aug 11, 2023	Premium Annual	1	\$1,089.00	\$1,089.00

Subtotal \$1,089.00

Total \$1,089.00

PO-023589 Basic Plan Central Campus

Paid (\$539.00)

Amount Due \$550.00

Payments

Oct 18, 2022 \$539.00 External Payment by Check

Notes

All amounts in United States Dollars (USD)

Terms and Conditions: The Services provided under this invoice are subject to the Software Terms of Service located at: <https://thereceptionist.com/terms-of-service/>.

These Terms of Service were updated on October 1, 2020 and will be effective upon renewal of your agreement. Your continued use of our platform and our services after renewal of your agreement constitutes acceptance of these new Terms of Service.

As always, thank you for using The Receptionist and please don't hesitate to contact us if you have any questions.



Procurement Services

6400 NW 6th Way
Fort Lauderdale, Florida, 33309
Telephone: 954.201.7455
Fax: 954.201.7330
broward.edu/community/vendor

PURCHASE ORDER

PO-024443

PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.

Date	Change Notice	Page
03/22/2023		1 of 2

Supplier:

Los Trigos, Inc. dba The Receptionist
13918 E Mississippi Ave #62971
Aurora, CO 80012
United States of America

Ship to:

Broward College
3501 SW Davie Road
Central Receiving, Bldg 23
Davie, FL 33314
United States of America

Memo Line:

• Ref. Price Quote #1583 dated February 13, 2023 per Quinn Walsh.

PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES: This Purchase Order incorporates the scrutinized companies' requirements of Florida Statutes Sections 287.135(2), 287.135(4), 215.473 and 215.4725 and any related sections. By accepted this Purchase Order, the Vendor certifies its compliance with these sections.

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jiglesia@broward.edu
- Robert Probel @ (954) 201-4525
rprobel@broward.edu
- Jean Griffin @j(954) 201-6813
jgriffin@broward.edu,
- Aldrin Divinagracia-Lake @ 954-201-4525
ndivinag@broward.edu

(•• Note: Please send electronic invoice(s) and statements to these individuals.)

INSURANCE REQUIREMENTS:

Service related suppliers agree to comply with Insurance Requirements as determined by the College. Certificates of Insurance (COI) listing Broward College as an additional insured should be mailed to the Procurement department or e-mailed to ProcureContract@broward.edu.

PURCHASE ORDER TERMS & CONDITIONS:

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REFER ALL INQUIRIES TO: Mitchell, Beau +1 (954) 201-7551 x0	DELIVERY DUE:	DELIVERY SCHEDULE: M-F 7:00 a.m. - 3:30 p.m.
CONTRACT NUMBER:	PAYMENT TERMS: Net 30	FREIGHT TERMS: DESTINATION

MAIL INVOICES TO:
Broward College
Accounts Payable
6400 NW 6 Way, 3rd Floor
Fort Lauderdale, FL 33309
United States of America
For Accounts Payable Questions Only:
954.201.5315
Tax ID#: 59-1216107

INVOICES THAT DO NOT REFLECT THE PURCHASE ORDER MAY BE RETURNED OR RESULT IN DELAYED PAYMENTS.

**North Campus &
South Campus
Annual Basic Plan
Feb 15, 2023 - Feb 14, 2024**

**Note:
Quote has Wrong
Location**

TAX EXEMPTION
FLORIDA: 85-8012557374C-7

**Worktags:
BU201
CC0037
FD100
PG000221**



Procurement Services

6400 NW 6th Way
 Fort Lauderdale, Florida, 33309
 Telephone: 954.201.7455
 Fax: 954.201.7330
 broward.edu/community/vendor

PURCHASE ORDER		
PO-024443		
PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.		
Date	Change Notice	Page
03/22/2023		2 of 2

Goods Lines							
Line Number	Supplier Item Identifier	Description	Requested Delivery Date	Quantity	Unit of Measure	Unit Price	Line Amount
1	North Campus & South Campus	Annual Basic Plan -- Broward College Central Campus; 1 to 24 Contacts, Annual Location; 12 mo. Basic TR Service (\$49/month); includes 1 month free with annual plan, dates of service - Feb. 15, 2023 through Feb 14, 2024.		2	Each	539.00	1078.00

Seller agrees to abide by all provisions of Section 202 of Executive Order 11246, as amended by Executive Order 11375, relative to the Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations pertaining to thereto.



 AUTHORIZED SIGNATURE

TOTAL	\$1,078.00
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Procurement Services

6400 NW 6th Way
Fort Lauderdale, Florida, 33309
Telephone: 954.201.7455
Fax: 954.201.7330
broward.edu/community/vendor

PURCHASE ORDER

PO-025426

PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.

Date	Change Notice	Page
08/24/2023		1 of 2

Supplier:

Los Trigos, Inc. dba The Receptionist
13918 E Mississippi Ave #62971
Aurora, CO 80012
United States of America

Ship to:

Broward College
3501 SW Davie Road
Central Receiving, Bldg 23
Davie, FL 33314
United States of America

Memo Line:

Ref. Renewal Quote #00005020 (Rev.1) dated October 11, 2023 per Hannah Morria; Terms & Conditions removed.

PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES: This Purchase Order incorporates the scrutinized companies' requirements of Florida Statutes Sections 287.135(2), 287.135(4), 215.473 and 215.4725 and any related sections. By accepted this Purchase Order, the Vendor certifies its compliance with these sections.

Contact Persons - End User Dept:

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jiglesia@broward.edu
- Robert Probel @ (954) 201-4525
rprobel@broward.edu
- Jean Griffin @ j(954) 201-6813
jgriffin@broward.edu,
- jharvey@broward.edu @ 954-201-4525
jharvey@broward.edu

MAIL INVOICES TO:

Broward College
Accounts Payable
6400 NW 6 Way, 3rd Floor
Fort Lauderdale, FL 33309
United States of America
For Accounts Payable Questions Only:
954.201.5315
Tax ID#: 59-1216107

INVOICES THAT DO NOT REFLECT THE PURCHASE ORDER MAY BE RETURNED OR RESULT IN DELAYED PAYMENTS.

**Central Campus
Annual Premium Plan
Aug 11, 2023 - Aug 10, 2024**

TAX EXEMPTION
FLORIDA: 85-8012557374C-7

**Worktags:
BU201
CC0037
FD100
PG000221**

INSURANCE REQUIREMENTS:

Service related suppliers agree to comply with Insurance Requirements as determined by the College. Certificates of Insurance (COI) listing Broward College as an additional insured should be mailed to the Procurement department or e-mailed to ProcureContract@broward.edu.

PURCHASE ORDER TERMS & CONDITIONS:

Supplier agrees to comply with Purchase Order Terms and Conditions as found at <http://www.broward.edu/community/vendor/Pages/default.aspx>, or to agreed upon Contract Terms on file.

REFER ALL INQUIRIES TO: Mitchell, Beau +1 (954) 201-7551 x0	DELIVERY DUE:	DELIVERY SCHEDULE: M-F 7:00 a.m. - 3:30 p.m.
CONTRACT NUMBER:	PAYMENT TERMS: Net 30	FREIGHT TERMS: DESTINATION



Procurement Services

6400 NW 6th Way
Fort Lauderdale, Florida, 33309
Telephone: 954.201.7455
Fax: 954.201.7330
broward.edu/community/vendor

PURCHASE ORDER		
PO-025426		
PLEASE NOTE THE FOLLOWING: Purchase Order (PO) number MUST appear on all cartons, packing slips and invoice documents. Deliveries or invoices that do not clearly indicate PO numbers may be returned, and may result in delayed payments.		
Date	Change Notice	Page
08/24/2023		2 of 2

Goods Lines							
Line Number	Supplier Item Identifier	Description	Requested Delivery Date	Quantity	Unit of Measure	Unit Price	Line Amount
1		Annual License Renewal - Broward College Central Campus buildings; Premium Plan, 25-49 Contacts Annual, Original Location (Loc. ID #22327); 12 Months of Premium Plan of The Receptionist Service, covering the period August 11, 2023 through August 10, 2024.		1	Each	1140.00	1140.00

Seller agrees to abide by all provisions of Section 202 of Executive Order 11246, as amended by Executive Order 11375, relative to the Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations pertaining to thereto.



AUTHORIZED SIGNATURE

TOTAL	\$1,140.00

Company Address 13918 E Mississippi Ave #62971
Aurora, Colorado 80012
United States

Created Date 8/11/2023
Quote Number 00005020
Opportunity Name Broward College-
Location ID 22327

Prepared By Hannah Morris
Email hannah@thereceptionist.com

Contact Name Aldrin Divinagracia-Lake
Phone 1-954-201-4589

Bill To Name Broward College
Bill To 3501 Davie Road
Davie, Florida 33314
United States

Ship To Name Broward College
Ship To United States

Product	Product Description	List Price	Sales Price	Quantity	Total Price
Annual Premium	Premium Plan 25 to 49 Contacts Annual Original Location 12 Months of Premium Plan of The Receptionist Service	\$1,140.00	\$1,140.00	1.00	\$1,140.00

Central Campus

Subtotal \$1,140.00
Discount 0.00%
Total Price \$1,140.00
Grand Total \$1,140.00

Every location includes a personalized virtual setup experience via Zoom. A dedicated Customer Onboarding Specialist will be there to ensure your success during the setup and implementation process, and best of all this is at no cost to you!