

# IMMEDIATE NEED REQUEST

2017-18

*Approved  
in Cabinet  
9/12/17  
Bill*



Requested by: (Unit, Department, Division or Vice President)					
			Date to VP:		
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Human Resources		Date to Cabinet: #####		
Division:			Outcome:		
Vice President:					

Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1.	Additional file storage for HR personnel files, current storage is not adequate and has become a safety concern for employees trying to file in this area. The attached quote provides additional rolling storage	\$7,658.12	X		
Account Number(s):					
2.					
Account Number(s):					
3.					
Account Number(s):					

**\*\* Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.**



Marathon (adj): Requiring prolonged effort and endurance

## Proposal Quote

**DATE:** May 19, 2017

**PROJECT :** 3312

**PROJECT ADDRESS:**

Mt San Antonio Community College  
HR Department Bldg 4 - RM 1460I  
Walnut, CA 91789

**BILL TO:**

Mt. San Antonio Community College  
1100 N Grand Ave  
Walnut, CA 91789

**Aurora Bi-File High Density System Proposal.**

QTY	DESCRIPTION	Price Ea.	Ext. Price
1	3 + 2 Aurora Bi-File High Density System. 4 units in back that are 42"W x	\$ 4,766.87	\$ 4,766.87
0	15"D x 76 1/4"H with 6 shelf openigns. 2 movable carriages in front that are	\$ -	\$ -
0	42"W x 15"D x 76 1/4"H with 4 open shelf openigns and 2 locking file	\$ -	\$ -
0	drawers on the bottom. The systems will have closed uprights and closed	\$ -	\$ -
0	backs. The system has an over-head anti-tip installed. The 3 + 2 system	\$ -	\$ -
0	will provide a storage capacity of 1,260 Lineal Filing Inches. Per the	\$ -	\$ -
0	proposal drawing 3312.03 dated 5/12/17.	\$ -	\$ -
1	Installation at Prevailing Wage Rate/ After Hours. DIR #1000024454.	\$ 1,412.00	\$ 1,412.00
1	Freight	\$ 938.60	\$ 938.60
0	Colors: Matching the existing system in the same room.	\$ -	\$ -
0	Lead-Time 6 - 8 weeks. Terms: 50/50.	\$ -	\$ -
Subtotal			\$ 7,117.47

Sales Tax 8.75% \$ 540.65

**Total Contract Amount \$ 7,658.12**

I approve the scope of work, terms and amounts as indicated within this proposal

Signature:

Print Name:

Title

Date:

Orders may be forwarded to:

**Marathon Business Solutions**  
18001 Sky Park Circle, Suite B  
Irvine, CA 92614

Phone: (949) 757-0730 Fax: (949) 757-0738

**WE THANK YOU FOR YOUR BUSINESS!**

\* Reflects project amount at time of proposal. Final invoicing may reflect approved change orders, project credits, etc.

**CLIENT APPROVAL**

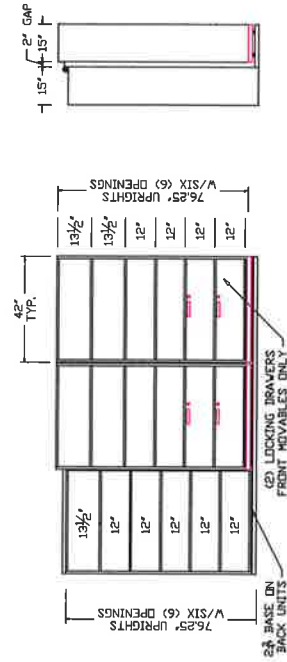
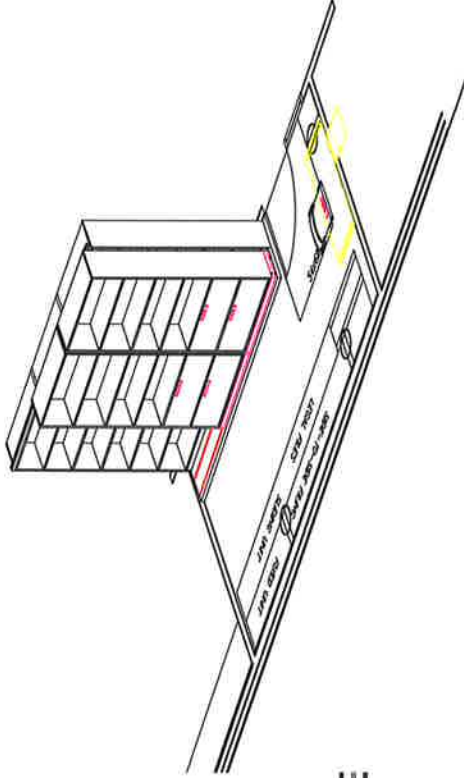
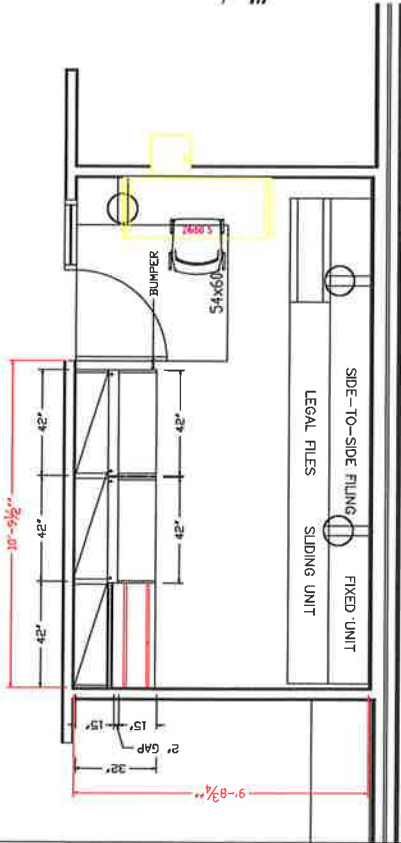
☐ I APPROVE THESE DRAWINGS AS SHOWN

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

☐ CORRECTIONS TO DRAWINGS REQUIRED.  
SEE REVISIONS

PLAN VIEW, ROOM 14601  
SCALE: 1/4" = 1'



ELEVATION, NEW LATERAL (FRONT & SIDE)  
SCALE: 1/4" = 1'

PROJECT 3312.03  
DATE 05/12/17  
SCALE 1/4" = 1'

MY, SAC - BLDG 4  
HR DEPT.  
ROOM 14601