

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

PURCHASING: (916) 568-3071 ACCOUNTING: (916) 568-3071 **PURCHASE ORDER NO 0001082454**  
 FAX: (916) 568-3145

PLEASE SEE REVERSE SIDE FOR SPECIAL INSTRUCTIONS, TERMS AND CONDITIONS.

Date	Revision	Page
07/21/2015		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1007020 LEWISJ GALLARZOC	04ADMN IT	

**Vendor:** 0000036689  
 ITC SYSTEMS INC.  
 2303 CAMINO RAMON, SUITE 142  
 SAN RAMON CA 94583

**Phone:** (925) 790-0076  
**Fax:** (925) 790-0071

**email:**

**Ship To:** LRCCD DISTRICT OFFICE  
 RECEIVING  
 1919 SPANOS COURT  
 SACRAMENTO CA 95825-3981  
 United States

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	ANNUAL SOFTWARE SUPPORT GOPRINT GS SERVER/PAY STATION SITE LICENSE CONTRACT COVERS JULY 1, 2015 THROUGH JUNE 30, 2016	1.00 LOT	16,500.00	16,500.00	05/01/2016

REFERENCE QUOTE #: 111071  
 ISSUE ORDER TO NEW SUPPLIER ITC SYSTEMS (FORMERLY GO PRINT, PRODUCT LINE REMAINS GOPRINT)  
 FY15 PO 0001078678- PREPAY

FY16 INVOICE PAYMENT TERMS: NET 30

Sub Total Amount	16,500.00
Sales Tax Amount	0.00
Total PO Amount	16,500.00

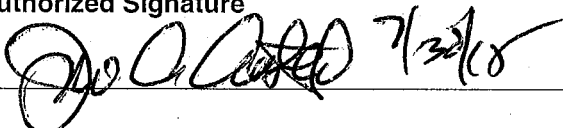
BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	11	AR.VA.PROJ	67700	00000	041X	4,125.00	2016
GENFD	5600	11	CR.VS.MICR	67700	00000	041X	4,125.00	2016
GENFD	5600	11	FL.VA.PAYP	67700	00000	041X	4,125.00	2016
GENFD	5600	11	SC.VA.INST	67700	00000	041X	4,125.00	2016

0001007020KIRKLINK07-JUL-2015

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

**Authorized Signature**  


Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

## LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

### PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

# Requisition

**Vendor:** GO PRINT SYSTEMS, INC  
United States

**Ship To:** RECEIVING  
1919 SPANOS COURT  
SACRAMENTO CA 95825-3981

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001007020	Date: 07/01/2015
Page 1	
Requester: Jeff Lewis	Bldg#: IT
Requester Signature	
Buyer: Christina Gallarzo	
Approved:	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	ANNUAL SOFTWARE SUPPORT GOPRINT GS SERVER/PAY STATION SITE LICENSE CONTRACT COVERS JULY 1, 2015 THROUGH JUNE 30, 2016	1	EA	16,500.00	16,500.00	07/09/2015

Total Requisition Amount: 16,500.00

SEE QUOTE 111071  
GOPRINT IS NOW ITC SYSTEMS: NEW ADDRESS NOT IN SYSTEM  
NO TAX  
PO TOTAL \$16,500  
FY15 WAS PREPAY, FY16 INVOICE SAYS NET 30  
FY15 PO 0001078678

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5600	11	AR.VA.PROJ	67700	00000	041X	4,125.00
GENFD	5600	11	CR.VA.MICR	67700	00000	041X	4,125.00
GENFD	5600	11	FL.VA.PAYP	67700	00000	041X	4,125.00
GENFD	5600	11	SC.VA.INST	67700	00000	041X	4,125.00

Approval Signature	Approval Signature	Approval Signature
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2303 Camino Ramon, Suite 142 0001001020  
 San Ramon, CA 94583  
 Federal Tax ID # 58-2062369  
 Tel: 925-790-0073  
 Fax: 925-790-0071

**QUOTE 111071**

Date(Y/M/D) 2015/06/23

CUSTOMER NO. LOSRIOSU-U-CA14

**TO:** Los Rios Community College District

Accounts Payable  
 1919 Spanos Court

Sacramento CA 95825-3981  
 USA

Kathleen Kirklin



ITC Systems is pleased to quote you the following:

Salesperson		Ship Via	F.O.B	Terms	
Brenda Briseno				Net 30 Days	
QTY	Item Code	Description	BP Catalogue #	Unit Price	Extended Price
1	MAINT-S-GOPRINT	Annual Software Support GoPrint Server/PayStation Site License		16,500.000	16,500.00

**This support contract covers the period from July 1, 2015 through June 30, 2016.**

All Freight and brokerage charges are extra.

We accept VISA and MasterCard, see below for exceptions. Please call (416) 289-2344 for more information.  
 2% Interest charge per month on all overdue accounts. A 15% restocking charge will apply on all returned goods.

Visit our website: [www.itcsystems.com](http://www.itcsystems.com)

<b>SUBTOTAL</b>	USD 16,500.00
<b>DISCOUNT</b>	
<b>SHIPPING &amp; HANDLING</b>	0
<b>TAX</b>	
<b>TOTAL</b>	USD 16,500.00
<b>OPTIONS SUBTOTAL</b>	

**Terms & Conditions:**

- Quote is valid for 30 days.
- FOB ORIGIN (Toronto or St. Louis)
- All hardware ITC products are warranted for 1 year.
- All ITC Systems' software comes with an annual licensing fee
- All custom card orders can be 10% over or under as per industry standard
- ITC Systems welcomes all first-time customers! First time customers have to prepay their first order. A credit application is available at time of order but cannot be applied until subsequent orders
- There is a 15% restocking fee on returned items. Items must be returned in good condition in order to be credited
- Certain items cannot be returned for credit such as custom cards, or units that have been away from the factory for over 90 days. Software cannot be returned or credited after registration has taken place.
- ITC Systems cannot accept returns without a Return Merchandise Authorization (RMA) number.
- Custom Card orders generally ship within 3 - 6 weeks
- Equipment generally ships in 8 business days or sooner. Delayed shipments will be confirmed.
- Visa and Mastercard payments > \$1,000 are subject to a 3% administration fee at time of invoicing.

**Vander Werf, Wenda**

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**From:** Di Guilio, Ray  
**Sent:** Wednesday, June 24, 2015 3:25 PM  
**To:** Vander Werf, Wenda; Smedley, Laduan; Wathen, Cory  
**Cc:** Kirklin, Kathleen; Nguyen, Tina  
**Subject:** RE: GoPrint Requisition

Wenda-

Budget string for ARC is OK as listed below.

***Ray Di Guilio***

Vice President, Administrative Services  
American River College  
diguilr@arc.losrios.edu  
(916) 484-8484

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**From:** Vander Werf, Wenda  
**Sent:** Wednesday, June 24, 2015 2:02 PM  
**To:** Di Guilio, Ray; Smedley, Laduan; Wathen, Cory  
**Cc:** Kirklin, Kathleen; Nguyen, Tina  
**Subject:** GoPrint Requisition

*SENT ON BEHALF OF KATHLEEN KIRKLIN ---*

It is time once again to renew GoPrint Software support for the period of July 1, 2015 to June 30, 2016. FLC will process the requisition for our combined colleges.

Below are the budget lines used for Fiscal 2015. Please confirm the budget line is valid for the Fiscal 2016 contract, or make any change needed, and return your approval to Kathleen Kirklin so the requisition may be processed. Your approval by June 30 will be greatly appreciated.

<b>ARC:</b> GENFD 5600 11 AR.VA.PROJ 67700 00000 041X	\$4,125.00
<b>CRC:</b> GENFD 5600 11 CR.VA.MICR 67700 00000 041X	\$4,125.00
<b>FLC:</b> GENFD 5600 11 FL.VA.CARD 67700 00000 041X	\$4,125.00
<b>SCC:</b> GENFD 5600 11 SC.VA.INST 67700 00000 041X	\$4,125.00

GoPrint has been acquired by ITC Systems. The email announcing this change is included below for your information and use.

If there is any assistance I can offer, please feel free to call or email.  
Thank you,

## Vander Werf, Wenda

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**From:** Nguyen, Tina  
**Sent:** Wednesday, June 24, 2015 3:11 PM  
**To:** Vander Werf, Wenda; Di Guilio, Ray; Smedley, Laduan; Wathen, Cory  
**Cc:** Kirklin, Kathleen  
**Subject:** RE: GoPrint Requisition

Hi Wenda, everything is fine with the account except the dept ID is now VS effective 7/1/15 and it is set up for the \$4125. Thanks.

Budget Year	Account String	Current Budget	Pre-Encumbrances	Encumbrances	YTD Expenses	Available Balance
2016	GENFD 5600 11 CR.VS.MICR 67700 00000 2016 041X	\$4,125.00	\$0.00	\$0.00	\$0.00	\$4,125.00

*Tina Thi Nguyen*

Confidential Administrative Assistant  
Cosumnes River College, VP Administrative Services  
8401 Center Pkwy, Sacramento 95823  
Phone: 916.691.7547/Fax: 916.691.7375  
[nguyent@crc.losrios.edu](mailto:nguyent@crc.losrios.edu)

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**From:** Vander Werf, Wenda  
**Sent:** Wednesday, June 24, 2015 2:02 PM  
**To:** Di Guilio, Ray; Smedley, Laduan; Wathen, Cory  
**Cc:** Kirklin, Kathleen; Nguyen, Tina  
**Subject:** GoPrint Requisition

*SENT ON BEHALF OF KATHLEEN KIRKLIN ---*

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**FLC:** GENFD 5600 11 FL.VA.CARD 67700 00000 041X      \$4,125.00  
**SCC:** GENFD 5600 11 SC.VA.INST 67700 00000 041X      \$4,125.00

## Vander Werf, Wenda

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**From:** Kirklin, Kathleen  
**Sent:** Wednesday, June 24, 2015 6:45 PM  
**To:** Vander Werf, Wenda  
**Subject:** RE: GoPrint Requisition

GENFD 5600 11 FL.VA.PAYP 67700 00000 2016 041X

Wend this is FLC's account string for the GoPrint/ITC requisition.

Kathleen



**Kathleen Kirklin | Vice President, Administration**

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

p. 916.608.6733 | f. 916.608.6584 | [kathleen.kirklin@flc.losrios.edu](mailto:kathleen.kirklin@flc.losrios.edu) | [www.flc.losrios.edu](http://www.flc.losrios.edu)

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**From:** Vander Werf, Wenda  
**Sent:** Wednesday, June 24, 2015 2:02 PM  
**To:** Di Guillio, Ray; Smedley, Laduan; Wathen, Cory  
**Cc:** Kirklin, Kathleen; Nguyen, Tina  
**Subject:** GoPrint Requisition

### *SENT ON BEHALF OF KATHLEEN KIRKLIN ---*

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FLC: GENFD 5600 11 FL.VA.CARD 67700 00000 041X	\$4,125.00
SCC: GENFD 5600 11 SC.VA.INST 67700 00000 041X	\$4,125.00

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If there is any assistance I can offer, please feel free to call or email.  
Thank you,

## Vander Werf, Wenda

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**From:** Smedley, Laduan  
**Sent:** Wednesday, June 24, 2015 4:26 PM  
**To:** Vander Werf, Wenda  
**Subject:** Re: GoPrint Requisition  
**Attachments:** image003.jpg; image005.jpg; image007.png; image008.png; image001.jpg

The budget number below is correct for SCC. Thanks!

Laduan

*Sent from my Verizon Wireless 4G LTE DROID*

"Vander Werf, Wenda" <VanderW@flc.losrios.edu> wrote:

*SENT ON BEHALF OF KATHLEEN KIRKLIN ---*

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Thank you,

  
**FOLSOM LAKE COLLEGE** *Wenda Vander Werf*  
Interim Administrative Assistant to Kathleen Kirklin, Vice President of Administration  
Folsom Lake College | 10 College Parkway | Folsom, CA 95630  
916.608.6733 | [vanderw@flc.losrios.edu](mailto:vanderw@flc.losrios.edu)

*"Knowledge is important, but much more important is the use toward which it is put.  
This depends upon the heart and mind of the one who uses it." The Dalai Lama*

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## Haney, Brenda

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**From:** Vander Werf, Wenda  
**Sent:** Thursday, June 25, 2015 4:42 PM  
**To:** Kirklin, Kathleen  
**Cc:** Haney, Brenda; Harman, Joany  
**Subject:** On Line Requisition for Go Print  
**Attachments:** SBizhubc55015062516070.pdf

Kathleen,

Attached is the online requisition for Go Print (Now ITC Systems) accompanied by budget line approval from each campus.

The original paperwork is in the Business Services mailbox for Brenda.

Budget check was not valid, but all budgets may not have been established for FY 2016 yet.

Thank you,

*Wenda*

916.608.6733 | [vanderw@flc.losrios.edu](mailto:vanderw@flc.losrios.edu)

*"Knowledge is important, but much more important is the use toward which it is put.  
This depends upon the heart and mind of the one who uses it." The Dalai Lama*