

PURCHASE ORDER NO 0001085885 / DW
DUPLICATE

Date	Revision	Page
03/11/2016		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
813988 STOFLETH A ROUILLES	01ADMN	

Supplier: 0000018406
 COLLEGE SOURCE INC
 8090 ENGINEER RD
 SAN DIEGO CA 92111

Phone: (800) 854-2670
Fax: (858) 278-8960

email: custserv@cgf.org

Ship To: AMERICAN RIVER COLLEGE
 RECEIVING
 4700 COLLEGE OAK DR
 SACRAMENTO CA 95841
 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	17600 COLLEGE SOURCE CONSORTIUM SUBSCRIPTION - 03-01-16 TO 02-28-17	1.00 EA	14,856.00	14,856.00	03/25/2016

PAYMENT FOR INVOICE# 308600

Sub Total Amount	14,856.00
Sales Tax Amount	0.00
Total PO Amount	14,856.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	4500	12	AR.VS.SSSP	63100	00000	597P	6,090.96	2016
GENFD	4500	12	SC.VS.MATR	63100	00000	597C	4,308.24	2016
GENFD	5890	12	CR.VS.MATR	63100	00000	597E	2,822.64	2016
GENFD	5890	12	FL.VS.MATR	63100	00000	597H	1,634.16	2016

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.

Unauthorized

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.

Los Rios Community College District

Requisition

Page 1 of 3

Req. No. **813988**

P.O. No.

Vendor Code
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 1-27-16 VENDOR College Source
 ADDRESS 8090 Engineer Road
 CITY San Diego STATE CA ZIP 92111
 E-MAIL _____
 PHONE (800) 854-2670 FAX (858) 278-8960

DELIVERY INSTRUCTIONS	
<u>01ADMIN</u>	
Building Name	
<u>ARC Counseling</u>	
College/District Location	Department
<u>LRCCD</u>	<u>Mar. 2016</u>
Division	Date Required

ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, ITEM NUMBER, COLOR & SIZE	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	College Source Consortium Subscription	1	1	14,856	14,856.00
2					
3	American River College \$6,090.96				
4	GENFD 4500 12AR.VS.MATR 632000 00000597A <u>Qus 1/28/16</u>				
5	Consumnes River College \$2,822.64				
6					
7	Folsom Lake College \$1,634.16				
8					
9	Sacramento City College \$4,308.24				
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects

This purchase is in compliance with the requirements of _____

[Signature] For grants/special projects _____
 Program Name
 Program Director/Coordinator Signature _____ Project/Grant Number _____
 Program Goal/Objective Number/Explanation _____

Tax	
Total	<u>14,856.00</u>

I hereby certify the items/services listed above are to be obtained in accordance with District Policy, Conflict of Interest Code, P-8611 and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: Amber Stofleth TYPED/PRINT DATE 1/27/16
 REQUESTED BY: Amber Stofleth SIGNATURE DATE 1/27/16
 AUTHORIZED: Judy May DEAN OR AUTHORIZED SIGNATURE DATE 1/28/2016
 APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

Bus. Unit	Account	*Fund	Org	
Program	Sub-Class	BY	Proj/Grnt	\$
Bus. Unit	Account	*Fund	Org	
Program	Sub-Class	BY	Proj/Grnt	\$

***Asset Location** - For equipment purchases over \$200 (Accounts 6480, 6490, 6491, 6493, 6495, and computers) complete the area below indicating the final location where equipment will be housed.

Location Code _____ Dept. _____
 Building _____ Room No. _____

Instructions on Reverse

Los Rios Community College District

Requisition

Page 1 of 3

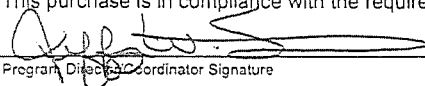
Req. No. 813988
P.O. No.

Vendor Code
Approved by / Date
Reviewed by / Date
Dispatched Method / Date

DATE 1-27-16 VENDOR College Source
 ADDRESS 8090 Engineer Road
 CITY San Diego STATE CA ZIP 92111
 E-MAIL _____
 PHONE (800) 854-2670 FAX (858) 278-8960

DELIVERY INSTRUCTIONS	
01ADMIN	
Building Name	
<u>ARC Counseling</u>	
College/District Location	Department
<u>LRCCD</u>	<u>Mar. 2016</u>
Division	Date Required

ITEM	DESCRIPTION	ORDERED		AMOUNT	
		QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
*Use additional paper if necessary and please reference requisition number. DO NOT USE A SECOND REQUISITION.					
1	College Source Consortium Subscription	1	1	14,856	14,856.00
2					
3	American River College \$6,090.96				
4	GENFD 4500 12AR.VS.MATR 632000 00000 597A <u>Quis</u> 1/28/16				
5	Consumnes River College \$2,827.64				
6					
7	Folsom Lake College \$1,634.16				
8	5890 12 FL.VS.MATR 63100 00000 2016 597H <u>RR/2/16</u>				
9	Sacramento City College \$4,308.24				
10					
11					
12					
13					

Purchases Charged to Categorical Programs, Grants or Special Projects		Tax
This purchase is in compliance with the requirements of _____		
	Program Name	Total 14,856.00
Program Director/Coordinator Signature	Project/Grant Number	
Program Goal/Objective Number/Explanation		

I hereby certify the items/services listed above are to be obtained in accordance with District Policy, Conflict of Interest Code, P-8611 and all other applicable district, state, and federal policies, rules, regulations and laws.

REQUESTED BY: Amber Stofleth TYPED/PRINT DATE 1/27/16
 REQUESTED BY: Amber Stofleth SIGNATURE DATE 1/27/16
 AUTHORIZED: Judy Mays DEAN OR AUTHORIZED SIGNATURE DATE 1/28/2016

Bus. Unit	Account	* Fund	Org	\$
Program	Sub-Class	BY	Proj/Grnt	Amount
Bus. Unit	Account	* Fund	Org	\$
Program	Sub-Class	BY	Proj/Grnt	Amount

APPROVED: _____ VICE PRESIDENT, ADMINISTRATION DATE _____

* Asset Location - For equipment purchases over \$200 (Accounts 6480, 6490, 6491, 6493, 6495, and computers) complete the area below indicating the final location where equipment will be housed.

Location Code _____ Dept. _____
 Building _____ Room No. _____

Instructions on Reverse

LOS RIOS COMMUNITY COLLEGE DISTRICT

DAILY ENROLLMENT REPORT

Spring 2016 1st Week

Tuesday January 19, 2016

Spring 2016

Spring 2015

1st Week
1/19/2016

Tuesday

1st Week
1/20/2015

Tuesday

	Spring 2016 1st Week			Spring 2015 1st Week			Percent Increase (Decrease)		
	Day	Eve	Total	Day	Eve	Total	Day	Eve	Total
AMERICAN RIVER COLLEGE									
Weekly Census	170,429	55,378	225,807	177,281	56,500	233,782	-3.87%	-1.99%	-3.41%
Daily	18,636	2,723	21,359	17,794	3,687	21,482	4.73%	-26.15%	-0.57%
Estimated Positive	5,198	1,233	6,431	5,198	1,233	6,431			
Estimated Special Positive	21,101	3,029	24,130	21,101	3,029	24,130			
Total WSCH	215,364	62,363	277,727	221,375	64,449	285,824	-2.72%	-3.24%	-2.83%
Unduplicated Students	25,228	4,842	30,070	25,784	5,053	30,837	-2.16%	-4.18%	-2.49%
COSUMNES RIVER COLLEGE									
Weekly Census	98,278	24,331	122,609	98,928	24,801	123,729	-0.66%	-1.89%	-0.90%
Daily	8,853	646	9,498	9,391	287	9,678	-5.73%	125.05%	-1.85%
Estimated Positive	3,078	597	3,675	3,078	597	3,675			
Total WSCH	110,209	25,574	135,783	111,397	25,684	137,082	-1.07%	-0.43%	-0.95%
Unduplicated Students	12,471	1,831	14,302	12,497	1,799	14,296	-0.21%	1.78%	0.04%
FOLSOM LAKE COLLEGE									
Weekly Census	53,128	19,516	72,644	51,355	19,399	70,754	3.45%	0.60%	2.67%
Daily	4,772	948	5,720	1,751	447	2,199	172.50%	111.97%	160.18%
Estimated Positive	1,383	793	2,176	1,383	793	2,176			
Total WSCH	59,283	21,258	80,540	54,489	20,640	75,128	8.80%	3.00%	7.20%
Unduplicated Students	6,740	1,735	8,475	6,061	1,689	7,750	11.20%	2.72%	9.35%
SACRAMENTO CITY COLLEGE									
Weekly Census	151,902	32,842	184,745	152,675	34,189	186,864	-0.51%	-3.94%	-1.13%
Daily	10,266	3,331	13,597	9,648	4,035	13,684	6.41%	-17.46%	-0.63%
Estimated Positive	9,820	622	10,442	9,820	622	10,442			
Total WSCH	171,989	36,795	208,784	172,143	38,846	210,989	-0.09%	-5.28%	-1.05%
Unduplicated Students	18,764	2,655	21,419	18,923	2,761	21,684	-0.84%	-3.84%	-1.22%
DISTRICT TOTAL									
Weekly Census	473,737	132,068	605,806	480,239	134,889	615,128	-1.35%	-2.09%	-1.52%
Daily	42,527	7,648	50,175	38,585	8,457	47,042	10.22%	-9.57%	6.66%
Estimated Positive	19,479	3,244	22,724	19,479	3,244	22,724			
Estimated Special Positive	21,101	3,029	24,130	21,101	3,029	24,130			
Total WSCH	556,844	145,990	702,834	559,404	149,619	709,023	-0.46%	-2.43%	-0.87%
Unduplicated Students	63,203	11,063	74,266	63,265	11,302	74,567	-0.10%	-2.11%	-0.40%

Notes:

ARC Unduplicated Student Headcount has been adjusted for both terms to reflect actual Spring 2015 SRPSTC headcount of 3,441 for Day and of 112 for Evening

ARC Unduplicated Student Headcount has been adjusted for both terms to reflect actual Spring 2015 Apprenticeship headcount of 888 for Day.

SCC Unduplicated Student Headcount has been adjusted for both terms to reflect actual Spring 2015 UCD headcount of 609 for Day and of 53 for Evening.

Spring 2015 Positive WSCH data is as of 2014-15 R1 (final report).



Invoice

8090 Engineer Road San Diego, CA 92111 (858) 560-8051
Toll Free: (800) 854-2670 Fax: (858) 278-8960

Date 1/19/2016	No. 308600
--------------------------	-------------------

Bill To:

American River Coll - Los Rios C.C. Dist
Attn: Amber Stofleth
Counseling
4700 College Oak Drive
Sacramento, CA 95841

Customer Contact

Amber Stofleth

Qua...	Item Code	Description	Subscription Period	Price Each	Amount
1	17600	CollegeSource Consortium Subscription	3/1/16 - 2/28/17		14,856.00

CANCELLATION POLICY

Cancel within first 30 days of subscription start date	No Payment Obligations
Cancel within 31 to 61 days of subscription start date	20% Payment Required
Cancel within 61 to 90 days of subscription start date	40% Payment Required
Cancel over 90 days of subscription start date	100% Payment Required

Questions? Contact us at custsupport@collegesource.com or (800) 854-2670 x.4506
We accept payment by EFT and Credit Card
Federal Tax ID# 20-1009018
THANK YOU FOR YOUR ORDER!

Total **\$14,856.00**

From: [Haney, Brenda](#)
To: [Stofleth, Amber](#)
Cc: [Della Santa, Melanie](#); [Geary, Parrish](#); [Gibson, Bernard](#); [Dixon, Melanie](#); [Deleon, Katie](#); [Duffy, Marjorie](#); [Heidt, Robert](#); [Yang, Richard](#)
Subject: FW: College Source Due
Date: Monday, February 08, 2016 2:28:04 PM
Attachments: [2016_01_29_14_29_53.pdf](#)
[College Source Req- FLC.pdf](#)
Importance: High

Amber – Please find attached copy of REQ_813988 – with budget/approval for FLC.

Thank you,

Brenda Haney

Business Services

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

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Della Santa, Melanie
Sent: Monday, February 08, 2016 11:28 AM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: FW: College Source Due
Importance: High

Hi Brenda,

The first attachment is what I received from Amber at ARC, the second is with our budget string written in.

Thanks for the help!

Melanie Della Santa

From: Stofleth, Amber
Sent: Monday, February 01, 2016 1:13 PM
To: Adger, Valerie <AdgerV@scc.losrios.edu>; Rhodes, Eva <RhodesE@crc.losrios.edu>; Della Santa, Melanie <DellaSM@flc.losrios.edu>
Cc: Stephenson, Jeffrey <StepheJ@arc.losrios.edu>; Hallberg, John <HallbeJ@arc.losrios.edu>; Hafer, Nancy <Hafern@arc.losrios.edu>; Duffy, Marjorie <DuffyM@CRC.losrios.edu>; Siracusa, Dawn <siracud@flc.losrios.edu>; Yang, Richard <YangR@scc.losrios.edu>
Subject: College Source Due
Importance: High

Hi

Just a reminder that College Source will be circulating through our campuses for payment once again. Please see attached break down of payment based on enrollment percentages. Below is a reminder of processes to get this important requisition through as quickly as possible.