

LOS RIOS COMMUNITY COLLEGE DISTRICT

PURCHASE ORDER NO 0001102271

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

Date	Revision	Page
10/17/2018		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1015421 KRAVCHUKA ROUILLERS	04ASPH183	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 0000001253
 CPP, INC.
 P O BOX 49156
 SAN JOSE CA 95161-9156

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 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	10212 - SKILLSONE SUBSCRIPTION RENEWAL FEE	1.00	EA	195.00	195.00	10/31/2018

FOR FLC HCD CLASSES - JULIE COLLIER

VALID FROM 06-28-18 TO 06-27-19

PAYMENT FOR INVOICE# IN00666600

ORDER# SO-00527221

CUSTOMER# 278073

Sub Total Amount	195.00
Sales Tax Amount	0.00
Total PO Amount	195.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5603	12	FL.VI.IDES	49301	00000	700P	195.00	2019

0001015421HARMANJ17-OCT-2018

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.

FLC EDITS TO CORRECT SALES TAX, LINE DECIPTION & COMMENTS

Requisition

Supplier: CPP, INC. 0000001253
 185 N WOLFE
 SUNNYVALE CA 94086
 United States

Phone: (800) 624-1765 **Fax:** (650) 969-8608
email: ar@cpp.com

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Business Unit:		GENFD	OPEN
Req ID:	Date	Page	
0001015421	10/10/2018	1	
Requisition Name:			
CPP INC. - HCD CLASS TESTS			
Requester		Bldg#	
Alina Kravchuk		STUSVC	
Requester Signature			
Buyer: Suzanne Rouiller			
Approved:			
Entered By: KRAVCHUA 10-OCT-2018			

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	SUBSCRIPTION - SKILLSONE RENEWAL FEE FOR FLC HCD CLASSES - JULIE COLLIER CUSTOMER#: 278073, ORDER #: SO-00527221 FROM JULY 1, 2018 TO JUNE 30, 2019	1	EA	195.00	195.00	

195.00 Sub-total
0.00 Est. tax

Total Requisition Amount: 195.00

PRE PAYMENT INVOICE# IN00666600

<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	5603	12	FL.VI.IDES	49301	00000	700P	195.00

See Catergorical Approval on page 2 attachment

<p align="center">Purchases Charged to Catagorical Programs, Grants or Special Project.</p> <p>This purchase is in compliance with the requirement of _____</p> <p>For grants/special projects _____</p> <p>_____</p> <p>Name: _____</p>

Approval Signature	Approval Signature	Approval Signature
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Requisition

Supplier: CPP, INC. 0000001253
 185 N WOLFE
 SUNNYVALE CA 94086
 United States

Phone: (800) 624-1765 Fax: (650) 969-8608
 email: ar@cpp.com

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798

Business Unit: GENFD OPEN	
Req ID: 0001015421	Date: 10/10/2018
Page: 1	
Requisition Name: CPP INC. - HCD CLASS TESTS	
Requester: Alina Kravchuk	Bldg#: STUSVC
Requester Signature	
Buyer: Suzanne Rouiller	
Approved:	
Entered By: KRAVCHUA 10-OCT-2018	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	ITEM #: 10212 DESCRIPTION: SKILLSONE RENEWAL FEE CUSTOMER #: 278073 ORDER #: SO-00527221	1	EA	195.00	195.00	

195.00 Sub-total
~~15.11 Est. tax~~

Total Requisition Amount:

210.11

Updated
 FOR HCD CLASSES -
 JULIE COLLIER REACH OUT WITH THIS

Pre-PAY

*Revised
 P/C B50
 BT*

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5603	12	FL.VI.IDES	49301	00000	700P	195.00

2018 OCT 15 P 4:13
 T.O. BUSINESS SERVICES

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of LOTTERY

For grants/special projects 700P

Name: *m factor*

ENTERED
 INS

Approval Signature <i>Kathy Deem</i> for D.B.	Approval Signature <i>m factor</i>	Approval Signature
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CPP, Inc.
 For Questions please contact us at: ar@cpp.com
 Telephone: 800-624-1765
 Fax: 650-969-8608
 Federal ID: 94-1337736
 www.cpp.com

BILL TO CUSTOMER NO: 278073
 Folsom Lake College-Business Services
 100 College Pkwy
 Folsom, CA 95630-6798
 United States
 Contact: Business Services

SHIP TO CUSTOMER NO: 278073
 Folsom Lake College-Business Services
 100 College Pkwy
 Folsom, CA 95630-6798
 United States
 Contact:

Invoice

Payment Terms: Net 30 Days
 Page: 1 of 1
 Invoice Number: IN00666600
 Invoice Date: 6/16/2018
 Invoice Due Date: 7/16/2018
 Order Number: [SO-00527221](#)
 Customer PO:
 Shipping Method: Via Internet
 Carrier tracking number:
 Currency: USD
 Total Amount Due: \$195.00

NOTICE: CPP is shutting down SkillsOne® on May 31, 2019. If you renew your SkillsOne® subscription, please keep in mind that your account will end on May 31, 2019 regardless of any time left on it, unless you upgrade to Elevate® before then. No refunds will be offered, and your past reports could be lost if you do not upgrade before the shutdown, so please upgrade as soon as possible to begin taking advantage of the many benefits of Elevate. Go to www.skillsone.com, sign in, and then click on "Free Elevate Upgrade" for more information.

Line	Item number	Description	Quantity	Unit	Unit price	Discount percent	Discount	Amount
1	10212	SkillsOne® Renewal Fee	1	EA	\$195.0000	0	-	\$195.00
		Subscription start date: 6/28/2018 Subscription end date: 6/27/2019						

REMIT TO:
 CPP, Inc.
 PO BOX 49156
 SAN JOSE CA 95161-9156
 USA

CUSTOMER NO: 278073
INVOICE NO: IN00666600

SUB TOTAL: \$ 195.00
TOTAL DISCOUNT: \$ 0.00
TAX TOTAL: \$ 0.00
FREIGHT AND OTHER CHARGES: \$ 0.00
PRE-PAYMENT -
TOTAL AMOUNT DUE: \$195.00

Haney, Brenda

From: Kravchuk, Alina
Sent: Wednesday, October 17, 2018 9:19 AM
To: Haney, Brenda
Subject: FW: CPP Inc. C#278073 IN00666600 SkillsOne Account Cancelation
Attachments: IN00666600.pdf

Hello Brenda,

Here is the original email that was sent from the vendor on Sept 26 for the \$195.00 renewal fee.

 Please let me know if there is anything else you need for this invoice.
Thank you for your help,
Alina Kravchuk | Administrative Assistant to Davin Brown Ed.D, Dean of Student Success & Kathy Degn, Interim
Dean of Student Services
[Folsom Lake College](http://FolsomLakeCollege.edu) | (916) 608-6769 | KravchA@flc.losrios.edu

From: Snow, Camille
Sent: Tuesday, October 9, 2018 2:47 PM
To: Kravchuk, Alina <KravchA@flc.losrios.edu>
Subject: Fwd: CPP Inc. C#278073 IN00666600 SkillsOne Account Cancelation

Here is the original.

Camille D. Snow
FLC

----- Original message -----

From: Scott Whiteman <SWhiteman@cpp.com>
Date: 9/26/18 12:10 PM (GMT-08:00)
To: "Mulligan, Rob" <mulligr@flc.losrios.edu>
Cc: "Snow, Camille" <snowc@flc.losrios.edu>
Subject: CPP Inc. C#278073 IN00666600 SkillsOne Account Cancelation

Dear Customer,

We regret to inform you that your SkillsOne® subscription has been frozen from use, due to a past due status and a lack of response to our previous notification.

If there is a breakdown in our invoicing process that is delaying payment, please let us know so that we can ensure that we are meeting your billing requirements.

There may be an oversight on your part, or we may not have received notification that you would like to cancel the subscription. In any event, please contact us to pay the attached outstanding invoice, or let us know if we should cancel your subscription and reverse the invoice.

You will not be able to access SkillsOne® until your account is brought current. If we do not hear from you within 30 days of the date of this letter, we will cancel your subscription and write-off the invoice.

To pay your past due balance using a credit card, contact Customer Relations at 1-800-624-1765. Contact me directly for Accounts Receivable support, including check payments, using the e-mail and phone number below. We value your business, and would like to continue to provide products and tools that meet your needs, upon resolution of the outstanding balance due.

Thank you for your valued business!

Scott Whiteman
Credit Analyst
CPP, Inc.

www.cpp.com

Office: 650.623.9270 | Fax: 408.530.8481

Work Schedule 7-3:30 pm PDT

