

# PERALTA COMMUNITY COLLEGE DISTRICT

## INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by Lee McCarthy - Walnut Creek  
 Steno-Captioning Name of Contractor - Business  
1356 - Milton Ave Walnut-Creek CA 94596 Steno Captioning  
 Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eighth Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

Steno-Captioning for hard-of-hearing and deaf College students

**RECEIVED**  
 SEP 06 2013  
 Office of the Chancellor  
 Peralta Community Colleges

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number: 224 7569  
 Tax ID Number: 292-42-7464 / EIN 68-048-1092

The work of the INDEPENDENT CONTRACTOR shall be approved by: [Signature] 8/2/13  
 Unit Manager/Title

The work shall be completed on or before December 13 2013

COMPENSATION: Compensation shall be \$ 10,000 (\$85/hr), payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out of

ACCOUNTING CODES								
L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SFPJ	LN

6-11-642-5105-1-642000-105L-01 RP  
 Budget

[Signature] 8/2/13  
 Funds Verified by Business Officer

The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

Lee McCarthy  
 Contractor's Printed Name

Lee McCarthy 8-12-13  
 Contractor's Signature Date

### APPROVAL ROUTING:

[Signature] 8/27/13  
 College President/Vice Chancellor Date  
[Signature] 9/5/13  
 Vice Chancellor, Financial Services Date

### APPROVED:

[Signature]  
 Chancellor  
 Approval Date 9.9.13

0000 511 568  
 Vendor Number

(Obtain in "/VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

**RECEIVED** 8/12/2013



**PERALTA COMMUNITY COLLEGE DISTRICT  
INDEPENDENT CONTRACTOR & ORIGINAL CONTRACT  
ADDENDUM FORM**

**RECEIVED**  
DEC 12 2013  
Office of the Chancellor  
Peralta Community Colleges

**Contractor/Consultant Information:**

Name of Contractor: Walnut Creek Stone-Capston  
 Business License No.: 2247569  
 Tax ID Number: 292-42-7466 / EIN 68-048-1092  
 Vendor Number: 0000511568

**Contract Information:**

ICC Contract Number: 17703 (Please attach a copy of the original ICC)  
 Explanation for Amendment/ Extension:  
 Original Contract Date: Start: 8/19/13 End: 12/13/13  
 New Contract End Date: \_\_\_\_\_ (Extension Request Only)  
 This is Amendment Number: 1  
 Previous Contract Amount: \$ 10,000  
 Amendment Increased By: \$ 1263.00  
 New Contract Amount: 1263.00  
 Board Approval Date: \_\_\_\_\_ (If applicable)

**RECEIVED**  
DEC 02 2013  
District Finance

**Accounting Codes: (2<sup>nd</sup> line for split funding only)**

L	FUND	COST CTR	OBJECT	PR	ACTIVITY & SUF	SPPJ	LN	AMOUNT
6	11	642	5105	1	64200011051	1051	01	11263.00

[Signature] 11/21/13  
 Funds Verified By Business Officer Date

**Approval Routing:**

Norma Anderson Calvino 11/26/13  
 College President/ Vice Chancellor Date  
Susan Reese 12/10/13  
 Vice Chancellor, Financial Services Date  
[Signature] 12.13.13  
 Chancellor Date



**PERALTA COMMUNITY COLLEGE DISTRICT  
INDEPENDENT CONTRACTOR & ORIGINAL CONTRACT  
ADDENDUM FORM # 2**

**Contractor/Consultant Information:**

Name of Contractor:	<u>Lee McCarthy-Walnut Creek Steno&amp;Ca</u>
Business License No.:	<u>224756</u>
Tax ID Number:	<u>292427466</u>
Vendor Number:	<u>0000511568</u>

**Contract Information: Please attach a cover memo attention to the Chancellor**

ICC # <u>17703</u>	(Please attach a copy of the original ICC and previous addendums)
Purchase Order # <u>3000072942</u>	
Contract Start Date: <u>8/19/13</u>	End: <u>12/13/13</u>
New Contract End Date: <u>5/22/14</u>	(Extension Request Only)
Original/Previous Contract Amount:	<u>\$ 11,263.00</u>
Request to Increase/Decrease the Contract By:	<u>\$ 21,000.00</u>
Total Contract Amount:	<u>\$ 32,263.00</u>
Board Approval Date(s): <u>1/21/14</u>	(if applicable)

**RECEIVED**  
JAN 14 2014  
**District Finance**

**Accounting Codes: (additional lines are provided for split funding only)**

LOC	FUND	COST CTR	OBJECT	PR	ACTIVITY & SUFF	SPPJ	LN	PREVIOUS AMOUNT	ADDENDUM +/-	TOTAL
6	11	642	5105	1	642000	1051	01	\$ 10,000.00	\$ 1,263.00	\$ 11,263.00
6	11	642	5105	1	642000	1060	00		\$ 21,000.00	\$ 21,000.00
										\$ 0.00
										\$ 0.00
									<b>GRAND TOTAL</b>	<b>\$ 32,263.00</b>

*[Signature]* Funds Verified by Business Manager      1/10/14 Date:

**Approval Routing:**

<u><i>Maria Aubrey Galaviz</i></u> College President/ Vice Chancellor	<u>1-10-14</u> Date:
<u><i>Susan Reese</i></u> Vice Chancellor, Financial Services	<u>1-29-14</u> Date:
<u><i>[Signature]</i></u> Chancellor	<u>1.29.14</u> Date:



**PERALTA COMMUNITY COLLEGE DISTRICT  
INDEPENDENT CONTRACTOR & ORIGINAL CONTRACT**

ADDENDUM FORM # 3

**Contractor/Consultant Information:**

Name of Contractor:	Walnut Creek Steno & Caption
Business License No.:	224756
Tax ID Number:	292427466
Vendor Number:	0000511568

**Contract Information: Please attach a cover memo attention to the Chancellor**

ICC #	<u>17703</u>	(Please attach a copy of the original ICC and previous addendums)
Purchase Order #	<u>3000072942</u>	FEB 5 AM 9:39
Contract Start Date:	<u>2/07/13</u>	End: <u>5/22/14</u>
New Contract End Date:	_____	(Extension Request Only)
Original/Previous Contract Amount:	<u>\$ 32,263.00</u>	
Request to Increase/Decrease the Contract By:	<u>\$ 4,000.00</u>	
Total Contract Amount:	<u>\$ 36,263.00</u>	
Board Approval Date(s):	<u>02/25/14</u>	(if applicable)

**Accounting Codes: (additional lines are provided for split funding only)**

LOC	FUND	COST CTR	OBJECT	PR	ACTIVITY & SUFF	SPPJ	LN	PREVIOUS AMOUNT	ADDENDUM +/-	TOTAL
6	11	642	5105	1	642000	1060	00	\$ 32,263.00	\$ 4,000.00	\$ 36,263.00
										\$ 0.00
										\$ 0.00
										\$ 0.00
									GRAND TOTAL	\$ 36,263.00

RP

<i>X</i>	<u>2/27/14</u>
Funds Verified by Business Manager	Date:

**Approval Routing:**

	<u>2/27/14</u>
College President/ Vice Chancellor	Date:
Vice Chancellor, Financial Services	Date:
Chancellor	Date: