



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

VENDOR PACKET

1. REVIEW :

- ____ Welcome Letter
- ____ Vendor Application
- ____ Contractor Requirements for public works projects including maintenance
- ____ Insurance Requirements for vendors providing onsite or contract services
- ____ Purchase Order Terms and Conditions

2. COMPLETE AND RETURN:

- ____ Vendor Application
 - ____ Federal Tax Form W-9
 - ____ CA Tax Form(s) - 590, 587, 588, 589 as applicable
 - ____ Insurance Certificate
-

VENDOR NAME: _____

Return the following documents via email, mail or fax:

____ Application ____ W-9 ____ CA Tax Form ____ Insurance

Email – lrcddpurchase@losrios.edu

Mail – 1919 Spanos Court, Sacramento, CA 95825

Fax – (916) 568-3145



Dear Vendor:

Welcome! Thank you for your interest in doing business with Los Rios Community College. In accordance with Federal and California state tax laws, backup withholding is required for certain payments to individuals and business entities.

Under section 3406(a)(1)(a) of the Internal Revenue Code, *twenty-eight percent (28%) withholding is required on any payments made to individuals or business entities that provide services*, unless a valid taxpayer identification number (TIN) is provided. Please complete the IRS [Form W-9](#) and return to us by fax or mail as noted below. Foreign vendors must complete the appropriate IRS Form [W-8BEN](#), [W-8IMY](#), [W-8ECI](#), [W-8EXP](#).

By fax:
Attn: Purchasing Department
(916) 568-3145
By email:
lrccdpurchase@losrios.edu

By mail:
Attn: Purchasing Department
Los Rios Community College District
1919 Spanos Court
Sacramento, CA 95825

Under Section 18662 of the California Revenue and Tax Code, *seven percent (7%) withholding is required on any payments to non-California individuals or business entities (including corporations) that provide services in California*.

If you have a permanent place of business in California or you are qualified to do business through the California Secretary of State, please complete [Form 590](#) – Nonresident Withholding Exemption Certificate. Return the form via fax or mail as noted above.

If you do not have a permanent place of business in California or you are not qualified to do business through the California Secretary of State, please complete [Form 587](#) – Nonresident Withholding Allocation Worksheet. Return the form via fax or mail as noted above.

If you completed Form 587 and want to request a waiver from withholding for the State of California, you must also complete [Form 588](#) – Nonresident Withholding Waiver Request. Return the original form to the Franchise Tax Board to obtain a determination letter. Please forward a copy of the determination letter to us via fax or mail as noted above.

If you completed Form 587 and want to request a reduced waiver from withholding for the State of California, you must also complete [Form 589](#) – Nonresident Reduced Withholding Request. Return the original form to the Franchise Tax Board to obtain a determination letter. Please forward a copy of the determination letter to us via fax or mail as noted above.

If we do not receive the completed IRS Form W-9 and California Form 590 or California Form 587 with a determination letter from the Franchise Tax Board, backup withholding at 28% for the IRS and 7% for the State of California will begin.

Thank you for your immediate attention to this notice. If you have any questions, please call the Purchasing Department at (916) 568-3071.



LOS RIOS
 COMMUNITY COLLEGE DISTRICT
 1919 Spanos Court ■ Sacramento, CA 95825
 PURCHASING DEPARTMENT (916) 568-3071
 Fax (916)568-3145 ■ lrccdpurchase@losrios.edu

VENDOR APPLICATION

Return signed completed form to Purchasing via fax or email.

NAME: _____

NAME OF FIRM		FEDERAL ID# OR SOCIAL SECURITY #	
_____		_____ / _____ - _____	
MAILING ADDRESS		REMIT ADDRESS (if different)	
_____		_____	
PHONE	FAX	EMAIL	
_____	_____	_____	

WEBSITE	ORGANIZATION/REGISTRATION (Check all that apply)		
_____	Individual	Contractor License# _____	
AUTHORIZED COMPANY REPRESENTATIVES			
Name	Title/Capacity	Email	Partnership
_____	_____	_____	DIR Registration# _____
_____	_____	_____	Non Profit
_____	_____	_____	Corporation (List State Incorporated)
_____	_____	_____	Is business registered in the State of California?
			Yes No

PROVIDE LIST OF COMMODITIES, EQUIPMENT, SUPPLIES and/or SERVICES AVAILABLE TO THE DISTRICT		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VENDOR CERTIFICATION I certify that all statements contained herein are correct. I understand that this information will be used as a basis for evaluating my request to receive bid invitations for purchases. I understand that being placed on the qualified vendor bid list does not in any way represent an endorsement of my firm by Los Rios, nor does it relieve my firm of providing bonds and insurances as required. I further agree to disclose any known or potential conflicts of interest relating to my business and Los Rios. I understand the requirements for fulfilling and invoicing orders. I further certify this firm is an equal opportunity employer. _____ INITIALS	OTHER BUSINESS INFORMATION		
	Payment Terms _____	Discounts Extended _____	
	Refund/Returns _____	_____	
	SIGNATURE	TITLE	DATE

LOS RIOS

COMMUNITY
COLLEGE
DISTRICT



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

1919 Spanos Court
Sacramento, CA 95825
Phone: 916 568-3021
Fax: 916 568-3023
www.losrios.edu

Contractor Registration Requirements (SB 854)

Senate Bill 854 requires all contractors and subcontractors meet minimum qualification requirements and register with the Department of Industrial Relations (DIR) in order to be eligible to bid and work on public works projects. Public works refers to construction, alteration, demolition, installation, or repair work (including maintenance) done under contract and paid for by public funds.

As of March 1, 2015, only registered contractors and subcontractors will be eligible to bid on public works projects.

A valid DIR registration ID will be required from contractors and subcontractors prior to the award of any contract dated April 1, 2015 or later.

Additional information and the application for DIR registration can be found at <http://www.dir.ca.gov/Public-Works/PublicWorks.html>



LOS RIOS COMMUNITY COLLEGE DISTRICT

1919 Spanos Court, Sacramento, CA 95825

Phone (916) 568-3071, FAX (916) 568-3145

Purchasing Department

lrccdpurchase@losrios.edu

INSURANCE REQUIREMENT FOR PERFORMING ON-SITE SERVICES FOR THE LOS RIOS COMMUNITY COLLEGE DISTRICT

All insurance policies shall include additional insured (AI) endorsement naming the Los Rios Community College District, its trustees, officers, employees, agents, inspectors, project managers, consultants, sub consultants, their employees, and each of them, **as additional insured.**

The minimum insurance coverage to be obtained by the Contractor is as follows:

Commercial/Comprehensive General Liability Insurance (Insurance Services Organization, Inc. form GL-00-01, Ed. 11-89 or equivalent); Bodily Injury and Property Damage Liability Insurance for Premises and Operations; Personal Injury for Premises and Operations; Independent Contractors; Incidental Contracts; Contractual Liability; Broad Form Comprehensive General Liability Endorsement (Insurance Services Organization, Inc. form GL-04-04, Ed. 5-81 or equivalent); and Products and Completed Operations which shall be in the amount of not less than a combined single limit of One Million Dollars (\$1,000,000) per occurrence for one or more persons injured and property damaged on an occurrence form insurance policy. The aggregate limit of liability for products and completed operations shall not be less than Three Million Dollars (\$3,000,000) for Type A, Two Million Dollars (\$2,000,000) for Type B and One Million Dollars (\$1,000,000) for Type C. Any combination of General Liability and Excess Liability Coverage can be combined to meet the Aggregate.

Business Automobile Liability Policy Insurance: Protection against loss as a result of liability to others caused by an accident and resulting in bodily injury and/or property damage, arising out of the ownership or use of any automobile (Insurance Serving Organization, Inc. form GA-00-01, Ed. 12-90 or equivalent) the limits of liability shall not be less than One Million Dollars (\$1,000,000) for Type A & B or Five Hundred Thousand Dollars (\$500,000) for Type C combined single limit each accident for bodily injury and property damage combined.

Workers' Compensation and Employers' Liability Insurance: The Contractor shall be a qualified self-insurer or shall carry full Workers' Compensation and Employers' Liability insurance coverage, either through the State Compensation Insurance Fund or a standard approved policy obtained from a licensed insurance carrier for all persons employed, either directly or through subcontractors, in carrying out the work under this Contract in accordance with the "Workers' Compensation and Insurance Act," Division IV thereof. Employers' limits of liability shall be the prevailing statutory limits of liability.

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.

Los Rios Community College District

TYPES OF CONTRACT SERVICE

A. General Contractors and Specialized Services:

- _____ Aircraft or Air Charter
- _____ Ambulance Services
- _____ Asbestos Abatement
- _____ Food Services and Catering
- _____ General Construction Contracts (Plant or Other Facilities)
- _____ Hazardous Waste Services
- _____ International Study Travel Abroad
- _____ Medical Services (including optical and laboratory)
- _____ Professional Services (Accountants, Actuaries, Architects, Attorneys, Engineers, Financial Services, Insurance, Surveyors)
- _____ Special Events Community Services/Pyrotechnical Displays Transportation Services
- _____ High Voltage Services

B. Building/Grounds and Maintenance Services:

- _____ Building and Grounds Maintenance (Electrical, HVAC, painting, plumbing, roofing, etc.)
- _____ Elevator Maintenance
- _____ Groundskeepers
- _____ Janitor/Custodial
- _____ Special Events Community Services
- _____ Tree Removal/Trimming
- _____ Roadway/Parking Lot Striping

C. Repair, Installation, and Independent Contractors Services:

- _____ Carpet Installation and Cleaning
- _____ Door and Window Services
- _____ Floor Installation, Cost Estimators, Schedule Consultants
- _____ Facilities Planning Consultants, QA Plan Reviewers
- _____ Garage Door Installation, Fence Repairs
- _____ Independent services contracts (grants writers, professional speakers, trainers, and facilitators, report writers, and evaluation/assessment reports)
- _____ Information Technology
- _____ Locksmith Services
- _____ Shower/Tub and Tile Repair