



Vista Unified School District
Attn: Purchasing Department
1234 Arcadia Avenue
Vista, CA 92084
Phone: (760) 726-2170 x92644
Fax: (760) 630-0196
Email: Purchasing-All@vistausd.org

Bidder's Mailing List Application

The Purchasing Department of the Vista Unified School District wishes to thank you for your interest in our District. Vista Unified is very proud of the excellent list of vendors/suppliers/manufacturers representatives who continually supply technical support as well as very competitive prices.

Before your name can be placed on the mailing list, certain basic information is required about your company. Please complete the attached questionnaire, and return it promptly to the address above to my attention. An additional page has been submitted listing the types of supplies, materials or services currently being bid by Vista Unified. Please check in the space(s) provided, the areas you desire bids. Any vendor who fails to provide complete and accurate information on this application is subject to disqualification as bidder.

After placement on the bidder's mailing list, it is each supplier's duty to respond to a bid call, or note in writing that you are unable to bid on this invitation, but that you wish to remain on the active bidder's mailing list. Failure to respond will demonstrate a lack of interest which will result in the removal of the supplier's name from the active bidder's list.

If additional assistance is required, please call (760) 726-2170 X92644 or write to the address shown above.

Sincerely,

Diana Johnson
Director of Purchasing

Attachments



BIDDER'S MAILING LIST APPLICATION

To: Vista Unified School District
Attn: Purchasing Department
1234 Arcadia Avenue Vista, CA 92084

Date of Application

1. Applicant's name and address:

2. Address to which bid forms are to be mailed (if different from #1):

3. Type of organization: (check one)

- Individual Partnership Corporation Non-Profit

If corporation is incorporated under the Laws of State of:

4. How long in present business: _____

5. Names of officers, owners or partners:

President

Vice President

Secretary

Treasurer

Owners/Partners

6. Affiliates of applicant (names, locations and nature of affiliation):

7. Persons authorized to sign bids, offers and contracts:

In your name (indicate if agent)

Name

Title

Telephone No. / Fax No.

8. Identify equipment, supplies, materials and/or services on which you desire to bid (see commodity list for types.) : [You may only be placed on the bid list for four main areas. Please identify those areas for which you wish to receive bid notices.]



9. Type of business (see attached for definitions):

Manufacturer of product	Construction concern
Service establishment	Surplus dealer
Regular dealer	Consultant
Other (Please identify) _____	

10. Business authority:

California State: _____
 Business or contractors license no. _____
 Expiration Date _____
 Industrial insurance co. _____ Date last renewed _____

11. Size of business:

Small business concern Other than small business concern

*If you are a small business concern, fill in (A) and (B):

A. Average number of employees (including affiliates)
 for four preceding calendar quarters _____

B. Average annual sales or receipt for preceding
 three fiscal years _____

12. Floor space (square feet):

Manufacturing _____ Warehouse _____

13. Net Worth _____ Date _____

14. Credit references (list 3):

	Name: Bank, etc.	Address	Telephone No.
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

15. Certification: I certify that information supplied herein (including all pages attached) is correct.

 Signature

 Name and title of person authorized to sign



COMMODITY LIST

Please check the space(s) provided for the supplies, materials or service you desire to have your company listed to receive bids from the Vista Unified School District Purchasing Department. You may only select four areas for bid list notices.

Equipment

- Calculators
 - Computers / Printers
 - Copiers (High Speed, 70 cpm+)
 - Dictation
 - FAX
 - Furniture Office / Student
 - Laminators
 - Lettering Machines
 - Library Furniture
 - Typewriters
 - Other (Please designate)
-

Instructional Supplies / Equipment

- Art, Craft, Ceramics
 - Athletic / Physical Education
 - Audio Visual
 - First Aid / Athletic Training / Nurse
 - Industrial Education
 - Maps / Globes
 - Musical Instruments
 - Playground Equipment
 - Science
 - Other (Please designate)
-

Supplies

- Computer
 - General Office
 - Library
 - Other (Please designate)
-

Food Supplies/ Equipment

- Bakery
 - Dairy
 - Equipment
 - Other (Please designate)
-

Transportation

- Automobiles/Trucks
 - Buses
 - Parts
 - Other (Please designate)
-

Construction Contractors

- Asphalt / Concrete
 - Bleachers
 - Building Contractors
 - Electrical
 - Fences
 - Landscape
 - Lockers
 - Relocatable Buildings
 - Trailers
 - Other (Please designate)
-

Maintenance / Operations

- Alarm Equipment (Intrusion)
 - Asbestos Abatement
 - Carpet / Vinyl Floor Covering
 - Communication Equipment
 - Custodial
 - Fire Alarm
 - Hazardous Waste Abatement
 - Heating / Air Conditioning
 - Painting
 - Plumbing
 - Roofing
 - Other (Please designate)
-



TYPE OF BUSINESS DEFINITIONS

A. Manufacturer / Producer

A person (or concern) owning, operating or maintaining a factory or establishment that produces, on the premises, the materials, supplies, articles or equipment.

B. Regular Dealer

A person (or concern) who owns, operates or maintains a store, warehouse or other establishment in which the materials, supplies, articles or equipment of the general character listed in or on your supplemental commodity list, if attached, are bought, kept in stock and sold to the public in the usual course of business.

C. Service Establishment

A concern (or person) which owns, operates or maintains any type of business which is principally engaged in the furnishing of non-personal services, such as (but now limited to), repairing, cleaning, redecorating or rental of personal property, including the furnishing of necessary repair parts or other supplies as part of the services performed.

D. Construction Concern

A concern (or person) engaged in construction, alteration or repair (including dredging, excavating and painting) of buildings, structures or other real property.

E. Surplus Dealer

A concern (person) engaged in the acquisition of used items, such as equipment, supplies and materials and sells such items to the public in the usual course of business.