

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Fullerton College

PURCHASING DEPARTMENT

Cypress College

1830 W. Romneya Drive, Fullerton, CA 92801-1819
(714) 808-4768 FAX (714) 808-4762

BID LIST APPLICATION

DATE _____

FIRM NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE () _____ FAX () _____

LOCAL SALES REPRESENTATIVE: _____

TYPE OF ORGANIZATION (Check One)

() Individual () Partnership () Corporation () Non-Profit Organization

HOW LONG IN PRESENT BUSINESS: _____

NAME OF OFFICERS, OWNERS, OR PARTNERS

PRESIDENT: _____ VICE PRESIDENT: _____

SECRETARY: _____ OWNER OF PARTNERS: _____

PERSONS AUTHORIZED TO SIGN BIDS, OFFERS, AND CONTRACTS IN YOUR NAME

| <u>NAME</u> | <u>TITLE</u> | <u>TELEPHONE</u> |
|-------------|--------------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

IDENTIFY EQUIPMENT, SUPPLIES, MATERIALS AND/OR SERVICES ON WHICH YOU DESIRE TO BID

TYPE OF BUSINESS (Check One)

() Manufacturer or Producer () Regular Dealer (Type 1)
() Service Establishment () Construction Concern
() Surplus Dealer () Minority Firm

SEE DEFINITIONS ON REVERSE SIDE

() Regular Dealer (Type 2)
() Research and Development Firm
() Women Owned Business

SIZE OF BUSINESS

Average number of employees for four preceding calendar quarters _____

Average annual sales or receipts for preceding three fiscal years _____

REFERENCES WITH WHOM YOU REGULARLY DO BUSINESS

| <u>NAME</u> | <u>ADDRESS</u> | <u>TELEPHONE NUMBER</u> |
|-------------|----------------|-------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CERTIFICATION

I certify that the information supplied herein is correct to the best of my knowledge.

Signature: _____

Name of the person authorized to sign Title Telephone
(Type or Print)

INFORMATION AND INSTRUCTIONS

Persons or concerns wishing to be added to the bid list for equipment, supplies or services shall file this properly completed and certified Bid List Application.

After placement on the bid list, a supplier's failure to respond (submission of bid, or notice in writing that you are unable to bid on the particular transaction but wish to remain on the active bid mailing list for that particular item) to invitations for Bids will be understood by the District to indicate lack of interest and concurrence in the removal of the supplier's name from the active purchasing bid list for the items concerned.

Type of Business Definitions

1. MANUFACTURER OR PRODUCER means a person (or concern) owning, operating, or maintaining a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed.
2. REGULAR DEALER (Type 1) means a person (or concern) who owns, operated, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed are bought, kept in stock, and sold to the public in the usual course of business.
3. REGULAR DEALER (Type 2) in the case for supplies of particular kinds (at present, petroleum, lumber and timber products, machine tools, raw cotton, green coffee, hay, grain, feed, or straw, agricultural liming materials, tea, raw or unmanufactured cotton linters).
4. SERVICE OF ESTABLISHMENT means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not 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
5. CONSTRUCTION CONCERN means a concern (or person) engaged in construction, alteration or repair (including dredging, excavating, and painting) of buildings, structures or other real property.
6. MINORITY FIRM means a business, at least fifty percent (50%) of which is owned by minority group members or, in case of publicly-owned businesses, at least fifty-one percent (51%) of the stock of which is owned by minority group members. For the purposes of this definition, minority group members are (1) Black Americans, (2) Hispanic Americans, (3) Native Americans, (4) Asian-Pacific/Asian-Indian Americans, and (5) Handicapped.
7. WOMEN OWNED BUSINESS means a business concern that is at least fifty-one percent (51%) owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.