Dear Vendor,

Thank you for your interest in doing business with the San Joaquin Delta Community College District. In accordance with District's Policy and in order to be placed on the College's vendor list, the District is requiring all prospective vendors to complete and submit a "Vendor Information Form". Vendor related information is reported to the College's Board of Trustees, as needed.

In order to keep the Vendor's record up to date, it's important to always maintain the most current information on file. Therefore, changes must be submitted on a revised Vendor Information Form. Updated forms will replace existing forms.

Please return the new or revised completed "Vendor Information Form" immediately to San Joaquin Delta College, Purchasing/Stock Control, 5151 Pacific Avenue, Stockton, CA 95207-6370 or via fax to 209-954-5601.

Sincerely,

Maria G. Bernardino

Maria G. Bernardino
Director of Purchasing
## Vendor Information

1. **Full Company Name**

2. **Order Address**
   - Number/Street
   - City
   - State
   - Zip Code + 4

3. **Remittance Address**
   - (If different)
   - Name
   - Number/Street
   - City
   - State
   - Zip Code + 4

4. **Who negotiates & signs for contractual obligations?**
   - **Name**
   - **Title**
   - **Address**
   - **Telephone Number:**
   - **Fax:**
   - **E-Mail:**

5. **Company Established**
   - **Date Established**
   - Is firm considered a corporation?  □ Yes  □ No

6. **Please specify our account number with your company if applicable:**

7. **Contractor's and/or Business License Number**
   - **Type**
   - **Issued By**

8. **Federal & State Taxpayer I.D. Numbers**
   - **Federal:**
   - **State:**
   - If none list taxpayer identification number for tax reporting purpose:

9. **Business Certification: Minority, Woman Ownership or Disabled Veteran Ownership** (Please check only one box.)
   - □ Is firm minority owned?  □ Yes  □ No
     - A business enterprise that is at least 51 percent owned by a minority group or groups; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more of those individuals.
   - □ Is firm woman owned?  □ Yes  □ No
     - A business enterprise that is at least 51 percent owned by a woman or women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more of those individuals.
   - □ Is firm a Disabled Veteran Business Concern?  □ Yes  □ No
     - A business concern certified by the Office of Small and Minority Business (OSMB) as meeting all of the following: A sole proprietorship owned by a disabled veteran; or a firm or partnership interest, fifty-one (51) percent of the stock or partnership interests of which are owned by one or more disabled veterans. Managed by, and daily business operations are controlled by one or more disabled veterans. A sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, firm, or other business.
     - **NOTE:** CONTROL means exercising the power to make policy decisions. OPERATE means being actively involved in the day-to-day management and not merely officers directors.
   - □ Has firm been formally certified by federal or state agency, municipality or other organization  □ Yes  □ No
     - If yes firm certified as  □ Minority Owned  □ Women Owned  □ Disabled Veteran Business Owned
   - □ Name of certifying organization (please attach a copy of letter or certificate).
10. Listed below are the Products/Services required by San Joaquin Delta College. Please check all those that your Business Provides:

**CATEGORY LIST**

**FOR VENDOR INFORMATION FORM**

Please check all that apply

- Advertisements
- Agriculture Equip & Supplies
- Appliances
- Art/Drafting Equip & Supplies
- Athletic Equip, Supplies & Services
- Audio Visual Equip, Supplies & Services
- Automotive Equip, Supplies & Services
- Auto Electronics & Auto Body
- Books Building Materials
- Ceramics
- Culinary Arts Equip & Supplies
- Child Care Equip & Supplies
- Computer Equip, Hardware, Supplies & Services
- Computer Software Only
- * Consultants
- * Contractor
- * Contracts & Services
- Copiers, Supplies & Services
- Electrical Equip & Supplies
- Electronics Equip & Supplies
- Fashion Design Services, Equip & Supplies
- Fax Equip, Supplies & Services
- Film & Video
- First Aid Equip & Supplies
- Food Service Equip & Services
- Furniture, Office
- Gases, Compressed, Liquefied & Containers
- Grounds Equip & Supplies
- Hazardous Materials, Equip & Supplies
- Health Sciences Equip & Supplies
- HVAC Equip & Supplies
- HVAC Filters Only
- Janitorial Equip, Supplies
- Laundry Service
- Library Equip & Supplies
- Locksmith & Security
- Machinery, Hand & Power Tools
- Mailing Equip, Supplies & Services
- Maintenance Equip & Supplies
- Metals, Sheets, Rods
- Musical Equip, Supplies & Services
- Office/ School Equip, Supplies & Services
- Ornamental Horticulture Equip & Supplies
- Packaging/Shipping Equip, Supplies & Services
- Paint & Supplies
- Paper & Envelopes
- Parking Control Equip & Permits
- Photography Equip, Supplies & Services
- Plumbing Equip & Supplies
- Police Equip & Supplies
- Post Academy Equip & Supplies
- Printing/Duplicating Equip, Supplies & Services
- Printing, Forms
- * Professional Services
- * Public Works
- Refrigeration
- Rubber Stamps & Self Inking Stamps
- Safety Equip & Supplies
- Scientific Equip, Supplies & Services
- Signs
- Stores
- Subscription & Publications
- Swimming Pool Equip & Supplies
- Telecomm Equip, Supplies & Services
- Theatrical Equip & Supplies
- Transportation Equip & Supplies & Services
- Uniforms, Shoes, Boots
- Utility Equip & Supplies
- Welding Equip & Supplies
- Window Covering
- Others __________________________

* Specify__________________________________________

08/20/07
DECLARATION

The undersigned declares that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations and ownership of:

__________________________________________________________
(Name of Firm)

The undersigned understands that in accordance with California Assembly Bill 3678, effective January 1, 1987, that any person through its directors, officers, or agent that falsely represents a business as a women or minority business enterprise in an attempt to procure contracts is subject to fine or imprisonment.

The undersigned agrees to inform San Joaquin Delta Community College of any changes to the information contained herein, particularly changes in ownership, controlling interest or operations.

The undersigned does further certify that __________________________ shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, or because they are disabled, or veteran of the Vietnam era, and shall comply with all applicable provisions of state and federal requirements regarding equal employment opportunity, affirmative action reporting and compliance programs, utilization of minority business enterprises and subcontractor programs.

EXECUTED AT______________________________________________ ON
City_____________________________________________________ (State)
___________________________________________, 200_

By_______________________________________________________

Title____________________________________________________