



# Create Vendor Form

**\* NAME OF THE REQUESTOR:**

**Send this form to: ProcurementVendorMaintenance@email.laccd.edu**

**NOTE:** \* = required information; must enter information.

**Requestor** is an LACCD employee who seeks to do business with the vendor for LACCD. Requestor is neither the vendor nor has any interest whatsoever connected to the vendor including, but not limited to, financial interest and/or non-financial interest.

**Include a W-9 Form with this form.**

GENERAL INFORMATION	OTHER LINKS	WEBSITES FOR VENDOR CERTIFICATION
* Legal Name of Vendor: _____	<a href="#">Cal/OSHA Consultation Services</a>	<a href="#">Build LACCD</a>
* Social Security Number <b>OR</b> _____	<a href="#">Contractors State Licensing Board</a>	<a href="#">California Department of General Services</a>
* Federal Tax ID Number: _____		<a href="#">California Department of Transportation</a>
* Telephone Number: _____		<a href="#">California Unified Certification Program</a>
Contractor License Info: Class: _____ License No: _____		<a href="#">City of Los Angeles</a>
Web Page Address: _____		<a href="#">Metropolitan Transportation Authority</a>
		<a href="#">Metropolitan Water District of Southern California</a>
		<a href="#">U.S. Small Business Administration</a>

SALES CONTACT	* ADDRESS INFORMATION
* Person/Name: _____	Address: _____
* Telephone Number: _____	City: _____
FAX: _____	State: _____
Email: _____	Zip: _____

Payment terms (net 30 unless otherwise specified): \_\_\_\_\_

Shipping Terms FOB Destination (Choose from the following):	REMIT TO Address (if different from address above)
<input type="checkbox"/> Prepaid & Allowed <input type="checkbox"/> Prepaid & Added to invoice	Address: _____
* Product Code Categories (see page 3 for a list of product codes): _____	City: _____
	State: _____
	Zip: _____

\* Check all categories that apply to the company.

**Small** shall mean a business that has met the applicable ownership, operation, and size requirements, and has been certified by a Federal Agency or a California public agency as a small business enterprise.

**SMALL**    **Local** shall mean a business that has its principal place of business in the County of Los Angeles.

**LOCAL**

**EMERGING** \_\_\_\_\_ (DATE)    **Emerging** shall mean a firm that has been in business in its substantially current form for up to five years.

**DISABLED VETERAN OWNED**    **Disabled Veteran Owned** business shall mean a business that is 51% owned and operated by one or more disabled veterans certified by the State of California Department of General Services or a Federal government agency.



**LOS ANGELES COMMUNITY COLLEGES**

770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017 • 213/891-2000

**CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST  
ADMINISTRATIVE OFFICES**

**Dear Vendor:**

The Los Angeles Community College District (“LACCD”) is committed to the participation of the following types of entities: Small, Local, Emerging, and Disabled Veteran Owned. The LACCD in complying with California Code of Regulations Section 59500 et seq., requests your response to the following questionnaire. Using the following criteria, please determine the classification under which your business qualifies; and, please indicate if your business obtains at least 50% of its materials or services from suppliers or subcontractors meeting those definitions. Also, please check on the reverse side all product categories applicable to your company. Additionally, please see the Create Vendor Form for active website links for further information. If all fields below are not completed, the vendor will be non-responsive and will not be placed in the system as an approved vendor.

**SMALL**

Small shall mean a business that has met the applicable ownership, operation, and size requirements, and has been certified by a Federal agency or a California public agency as a small business enterprise.

**LOCAL**

Local shall mean a business that has its principal place of business in the County of Los Angeles.

**EMERGING**

Emerging shall mean a firm that has been in business in its substantially current form for up to five years.

**DISABLED VETERAN OWNED**

Disabled Veteran Owned business shall mean a business that is 51% owned and operated by one or more disabled veterans certified by the State of California Department of General Services or a Federal government agency.

**VENDOR’S SELF-CERTIFICATION**

A vendor is the following type of entity (please mark all boxes that are applicable):

Small:       Local:       Emerging:       Disabled Veteran Owned:

A vendor’s subcontractors/suppliers that provide at least 50% of labor/materials are (please mark all boxes that are applicable):

Small:       Local:       Emerging:       Disabled Veteran Owned:

Submitted by:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**PLEASE EMAIL ALL COMPLETED FORMS TO:**  
[ProcurementVendorMaintenance@email.laccd.edu](mailto:ProcurementVendorMaintenance@email.laccd.edu)

PRODUCT CODE CATEGORY	Code	PRODUCT CODE CATEGORY	Code
<input type="checkbox"/> Architectural/Engineering	ARCH/ENG	<input type="checkbox"/> Construction Contractor	CONSTRUCTION
<input type="checkbox"/> Audio/Visual Equipment	A/V EQUIP	<input type="checkbox"/> Janitorial Equipment/Supplies	JANITORIAL
<input type="checkbox"/> Audio/Visual Supplies	A/V SUPPLY	<input type="checkbox"/> Laboratory Supplies	LABORATORY
<input type="checkbox"/> Advertising	ADVERTISE	<input type="checkbox"/> Landscaping	LANSCAPIN
<input type="checkbox"/> Agricultural	AGRICULTUR	<input type="checkbox"/> Laundry	LAUNDRY
<input type="checkbox"/> Air Conditioning	AIR COND	<input type="checkbox"/> Library Equipment/Supplies	LIBRARY
<input type="checkbox"/> Appliances	APPLIANCES	<input type="checkbox"/> Lighting Fixtures/Lamps	LIGHTING
<input type="checkbox"/> Art Supplies	ART SUPPLY	<input type="checkbox"/> Locks/Locksmiths	LOCKS
<input type="checkbox"/> Athletic Equipment	ATHLETIC	<input type="checkbox"/> Lumber	LUMBER
<input type="checkbox"/> Autobody Supplies	AUTOBODY	<input type="checkbox"/> Mailroom Equip/Supplies	MAILROOM
<input type="checkbox"/> Automotive Supplies	AUTOMOTIVE	<input type="checkbox"/> Maintenance Service	MAINTENANC
<input type="checkbox"/> Aviation Equip/Supplies	AVIATION	<input type="checkbox"/> Material Handling	MAT HANDLE
<input type="checkbox"/> Beauty Supplies	BEAUTY SUP	<input type="checkbox"/> Measuring Instruments	MEASURING
<input type="checkbox"/> Books Library/Educational	BOOKS	<input type="checkbox"/> Medical Equipment	MEDICAL
<input type="checkbox"/> Building Materials	BUILD MAT	<input type="checkbox"/> Music Instruments/Sheet Music	MUSIC
<input type="checkbox"/> Chemicals – Scientific	CHEMICALS	<input type="checkbox"/> Nursing Equip/Supplies	NURSING
<input type="checkbox"/> Childcare Equip/Supplies	CHILDCARE	<input type="checkbox"/> Office Furniture-Desks/Chairs.etc.	OFC FURN
<input type="checkbox"/> Classroom Furniture	CLAS-FURN	<input type="checkbox"/> Office Machines	OFC MACHIN
<input type="checkbox"/> Clocks Timedlocks/Alarm	CLOCKS	<input type="checkbox"/> Office Supplies	OFC SUPPLY
<input type="checkbox"/> Communication Radio/Cell/pager	COMMUNICAT	<input type="checkbox"/> Paint Supplies	PAINT SUP
<input type="checkbox"/> Computer Hardware/Peripherals	COMP HARD	<input type="checkbox"/> Paper, Envelopes/Forms/Paper	PAPER
<input type="checkbox"/> Computer Software	COMP SOFT	<input type="checkbox"/> Photography Equipment/Supplies	PHOTO
<input type="checkbox"/> Computer Supplies	COMP SUP	<input type="checkbox"/> Plumbing Fixtures/Supplies	PLUMBING
<input type="checkbox"/> Copying Equipment/Supplies	COPYING	<input type="checkbox"/> Police Equipment/Supplies	POLICE
<input type="checkbox"/> Culinary Equipment/Supplies	CULINARY	<input type="checkbox"/> Pool Equipment/Supplies	POOL
<input type="checkbox"/> Dental Equipment/Supplies	DENTAL	<input type="checkbox"/> Printing Services Schedules/Cat.	PRINT SERV
<input type="checkbox"/> Drafting Equipment/Supplies	DRAFTING	<input type="checkbox"/> Printing Ink/Press/paper	PRINTING
<input type="checkbox"/> Draperies Curtains/Blinds	DRAPERIES	<input type="checkbox"/> Rental Fields/Class/Vehicles	RENTAL
<input type="checkbox"/> Electrical Supplies wire/breakers	ELECTRICAL	<input type="checkbox"/> Repairs Plumbing/Carp/Elect	REPAIRS
<input type="checkbox"/> Electronic Supplies laboratory	ELECTRONIC	<input type="checkbox"/> Roofing Materials/Equipment	ROOFING
<input type="checkbox"/> Fencing Fence/Poles/Gates	FENCING	<input type="checkbox"/> Safety/Fire Supplies/Equipment	SAFETY/FIR
<input type="checkbox"/> Flooring Carpet/Tile/Linoleum	FLOORING	<input type="checkbox"/> Scientific Equipment/Supplies	SCIENTIFIC
<input type="checkbox"/> Food Service Supplies/Food	FOOD SERVE	<input type="checkbox"/> Sewing Equipment/Supplies	SEWING
<input type="checkbox"/> Freight Moving/Freight	FREIGHT	<input type="checkbox"/> Signs Traffic/Safety/Directional	SIGNS
<input type="checkbox"/> Furniture-Classroom	FURN-CLAS	<input type="checkbox"/> Software-Computer O/S.	SOFTWARE
<input type="checkbox"/> Furniture-Office	FURN-OFC	<input type="checkbox"/> Subscriptions Magazine/Papers	SUBSCRIPT
<input type="checkbox"/> Glass Windows/Supplies	GLASS	<input type="checkbox"/> Theatre/Stage, Lighting/sets, etc.	THEATRE
<input type="checkbox"/> Hardware screws/nails/hammers	HARDWARE	<input type="checkbox"/> Tools, Power/Hand/Ladders	TOOLS
<input type="checkbox"/> Heating/Venting, Filter/AC/Boiler	HEAT/VENT	<input type="checkbox"/> Utilities, Elect/Gas/Water/Phone	UTILITIES
<input type="checkbox"/> Horticulture, Plants/Trees/Seed	HORTICULTU	<input type="checkbox"/> Vehicles, Carts/Bus/Auto/etc.	VEHICLES
<input type="checkbox"/> Industrial Arts, Welding	INDUST ART	<input type="checkbox"/> Vocational Art, Pottery/Painting	VOCATIONAL
<input type="checkbox"/> Instructional, Telescope/Micro	INSTRUCTIO	<input type="checkbox"/> Warehouse, Equipment/Supplies	WAREHOUSE
<input type="checkbox"/> _____		<input type="checkbox"/> _____	
<input type="checkbox"/> _____		<input type="checkbox"/> _____	



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**Dear Vendor:**

The Los Angeles Community College District welcomes your interest in doing business with our nine campuses and the Educational Services Center. Each of these 10 locations has both very diverse and specific needs in order to provide the best services available to our students.

Los Angeles City College  
855 N. Vermont Avenue  
Los Angeles, CA 90029  
(323) 953-4000

East Los Angeles College  
1301 Avenida Cesar Chavez  
Monterey Park, CA 91754  
(323) 265-8650

Los Angeles Harbor College  
1111 Figueroa Place  
Wilmington, CA 90744  
(310) 522-8200

Los Angeles Mission College  
13356 Eldridge Avenue  
Sylmar, CA 91342-3245  
(818) 364-7600

Los Angeles Pierce College  
6201 Winnetka Avenue  
Woodland Hills, CA 91371  
(818) 347-0551

Los Angeles Southwest College  
1600 Imperial Highway  
Los Angeles, CA 90047  
(323) 241-5225

Los Angeles Trade-Technical College  
College 400 W. Washington Blvd.  
Los Angeles, CA 90015  
(213) 744-9500

Los Angeles Valley  
5800 Fulton Avenue  
Valley Glen, CA 91401  
(818) 781-1200

West Los Angeles College  
4800 Freshman Drive  
Culver City, CA 90230  
(310) 287-4200

Educational Services Center  
770 Wilshire Blvd.  
Los Angeles, CA 90017  
(213) 891-2000

The Educational Services Center houses the Contracts and Purchasing Division offices, however, there are three Regional locations (College Procurement Specialists) which you may also call upon for information.

Ms. Ramona Divinagracia  
(818) 947-2547

Mr. Kim Hoffman  
(323) 415-4154

Ms. Marcia Webb  
(310) 233-4256

Valley, Pierce, & Mission      East, Trade, & West      City, Southwest, & Harbor

Please do not hesitate to contact us should you have any questions. We also advertise for Formal Bids and Proposals via our web page: <http://www.LACCD.edu> go to the line: **Doing Business with the District** to source existing and future bids and proposal needs.