



Trenton Hansen, Ph.D.
Superintendent

4850 Pedley Road, Jurupa Valley, CA 92509 T (951) 360-4100

Dear Vendor:

The Jurupa Unified School District greatly values its vendors and looks forward to a long-lasting, professional working relationship. Below is important information regarding the District's purchasing procedure policies. Your assistance and compliance with these procedures is appreciated and will help the District focus on its main goal: providing a quality education for each of its 18,000 students.

In accordance with the Public Contract Code, Education Code, and/or for payment and auditing purposes, all vendors are required to submit the following items before providing supplies and/or services to the District.

New Vendor Registration: Vendors may register with the District via an online form:

<https://goo.gl/forms/2jjHJAYELjCZcEEj2>

W-9 Form: Each vendor is required to provide a completed and signed W-9 form before commencing work. If the vendor is a corporation, the W-9 must specify the appropriate federal tax classification. This form is required to receive payment.

Certificates of Insurance Liability: All vendors are required to provide General, Automobile, and Workers' Compensation insurance certificate(s). In certain circumstances, additional insurance is required, specifically if the vendor will have contact with students, a sexual abuse and molestation policy is required, if the vendor has access to sensitive data or is providing an internet-based product, cyber liability insurance is required, and if the vendor is providing any professional service, professional liability insurance is required. The certificates must name Jurupa Unified School District as an additional insured. Additional Insured, primary and non-contributory, and waiver of subrogation endorsements are also required. If you are an owner or a sole proprietor and do not employ workers, please contact the Purchasing Department for the necessary waiver(s).

Proof of Fingerprinting/Background Check Verification: The District is required to comply with Education Code 45125.2 ensuring that fingerprinting/background checks take place. A vendor may not come onto District property without a background check clearance, unless they fall under one of the exceptions allowed for under Education Code and the approval of the District.

Catalog of Products (if applicable): Please provide the District with a current catalog of products or a website link for an online catalog.

Copies of Piggyback Bids/Contracts (if applicable): If the vendor currently holds any piggyback bids or contracts that are available for use by the District, a complete copy of each bid or contract should be submitted to the Purchasing Department for review. The Purchasing Department should also be notified as to when the piggybackable contracts expire, when extensions to existing contracts are granted, and when new contracts are awarded.

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Agreement: If services are being provided to the district, the vendor will also be required to sign a District contract agreement form before commencing work. A fee schedule detailing the rate(s) charged and method of billing should be attached to the contract as Exhibit A. A list of personnel who will be on Jurupa USD sites should also be included with the contract. Agreements require annual renewal.

Unauthorized Purchases: Please **DO NOT** authorize, process, provide, or distribute any goods and/or services unless a signed purchase order, contract, pre-paid check, or credit card authorization from the District has been received. Purchase Requisitions do not qualify as an approved method of payment authorization. The District carefully monitors all purchases and only authorizes critical and essential purchases. The District cannot pay vendors for unauthorized purchases. Board policy states that any person who authorizes a vendor to provide goods or services before having a signed purchase order (or other approved method of procurement) in place, shall be personally responsible for the cost of those goods and/or services. Unauthorized goods and/or services will be considered as donations.

Vendors are required to maintain a financial tracking of each purchase order that the District issues. Please **DO NOT** exceed the current purchase order balance unless prior authorization from the Purchasing Department is received. If the District elects to increase an open purchase order, a signed, updated copy of the purchase order that reflects the increase will be sent to the vendor. Purchase Requisitions and verbal authorizations **DO NOT** qualify as approved methods of payment authorization.

Thank you for your interest in working with the Jurupa Unified School District. Please feel free to contact the Purchasing Department at 951-360-4102 with any questions that you may have.

Sincerely,

Jeffrey Lewis

Jeffrey Lewis, Director of Purchasing

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