



VENDOR PACKET REQUIREMENTS

Master Vendor Agreement: Original completed ink-signed Master Vendor Agreement.

Certificate of Liability Insurance: The Certificate of Liability Insurance must include a minimum Commercial General Liability coverage of \$1,000,000 per occurrence and an aggregate limit of \$2,000,000. Visalia Unified School District must be listed as the Certificate Holder in the appropriate box at the bottom left of the certificate, and as an Additional Insured in the Description of Operations box.

Additionally, if your company employs more than 50 people, Workers Compensation and Employer's Liability Insurance is required.

Automobile Insurance: Proof of insurance for the vehicle(s) used in your business. Your policy must include Commercial Automobile Liability coverage of \$1,000,000 per accident. A copy of the cover page from your automobile policy will suffice as documentation.

W-9: Completed, signed and dated IRS Form W-9- Request for Taxpayer Identification Number and Certification.

EDD Form DE 542: Required only for Individual/Sole proprietor or Single-Member LLC—Service Provider (Independent Contractor) information on EDD form 542, Report of Independent Contractor(s).