



BID MANUAL

OUTSIDE REPROGRAPHIC PRINTING SERVICES COMPTON UNIFIED SCHOOL DISTRICT BID NO. B26-003

December 12, 2025

Schedule of Events

Event	Date
Advertising of Notice to Bidders	December 12 th & December 19 th , 2025
Non-Mandatory Pre-Bid Conference	Monday, January 05, 2026 @10:00am PST
Deadline To Submit Questions	January 09, 2026 @4:00pm PST
Deadline to Submit Bids & Bid Opening	Wednesday, January 28, 2026 @11:00am PST
Bid Review & Evaluation (Tentative)	January 28-30, 2026
Board Award (Tentative)	February 10, 2026

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NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the Governing Board (“Board”) of the Compton Unified School District (“District”) is inviting sealed bids from vendors (“Bidder(s)”) for the following contract (“Contract”):

Bid No. B26-003, Outside Reprographic Printing Services

Sealed bids (“Bids”) will be received no later than **11:00 a.m., on Friday , January 16, 2026, and shall be submitted to the District’s Purchasing Department – Compton Unified School District - 501 South Santa Fe Avenue, 2nd Floor, Attention: Vernick Delos Santos - Rm#271, Compton, CA 90221. Bids submitted at any other location other than the Purchasing Department, or later than the date and time indicated above, will be rejected.**

Bids will be opened and publicly read aloud at or about the close of business on the date for bid submittal. Any claim by a Bidder of error in its Bid must be made in compliance with section 5100 et seq. of the Public Contract Code.

All Bids shall be made and presented on the documents furnished by the District in the Bid Manual for Project, including, without limitation, the included bid form. Each Bid must conform and be responsive to all pertinent Contract Documents, including, but not limited to, the Instructions to Bidders.

As security for its Bid, each Bidder shall provide with its Bid

- A bid bond issued by an admitted surety insurer,
- or A cashier's check or a certified check, drawn to the order of the Compton Unified School District,

in the amount of **\$100**. This bid security shall be a guarantee that the Bidder shall, within seven (7) calendar days after the date of the Notice of Award, enter into a contract with the District to furnish services as stipulated in the Bid.

A **non-mandatory**, pre-bid meeting will be held on **Monday , January 05, 2026 by 10:00 a.m. at 501 South Santa Fe Avenue, Ground floor HR 109 Compton, CA 90221.**

Copies of the Contract Documents can be downloaded from the District website at: <https://www.compton.k12.ca.us/doing-business-clone>.

Any requests for clarification or questions shall be made **in writing** and emailed to **Vernick Delos Santos** at **vdellosantos@compton.k12.ca.us** no later than **January 09, 2026, by 4:00 p.m. Questions received after that date and time will not receive a response.**

The Board reserves the right to reject any and all Bids and/or waive any irregularity in any Bid received. If the District awards the Contract, the security of unsuccessful bidder(s) shall be returned within sixty (60) days from the time the award is made. Unless otherwise required by law, no Bidder may withdraw its bid for ninety (90) days after the date of the Bid opening.

The District shall award the Contract, if it awards it at all, to the lowest responsive responsible bidder based on the total of the unit prices.

COMPTON UNIFIED SCHOOL DISTRICT

By: Vernick Delos Santos, Purchasing Analyst

Publication Dates: (1) [December 12, 2025] (2) [December 19, 2025]

INSTRUCTIONS TO BIDDERS

I-1.0 DISTRICT BACKGROUND INFORMATION / CONTRACT (BID) DOCUMENTS

The District has a copy center that fulfills most of the need for high speed, large volume copying. However sometimes a job requires specialized equipment and or there is a very high volume of work with a very short lead time for completion, which the copy center is unable to timely satisfy. The District is inviting Bids from Bidders for the award of a contract to provide outside printing services to assist with the overflow of Reprographic projects.

The “Contract Documents” or “Bid Documents” include the following documents attached hereto:

- Notice to Bidders
- Instruction to Bidders, and the following Exhibits to the Instruction to Bidders:
- **Appendix A:** Special Conditions / Instructions
- **Appendix B:** Bid Form, and **Attachments 1** through **7** attached thereto and incorporated herein by reference (“Bid Form”).
- **Appendix C:** Agreement for Printing Services, and **Attachment 1** (Standard Terms and Conditions) attached thereto and incorporated herein by reference (“Contract”).
- **Appendix D:** Insurance Requirements
- **Appendix E:** Confidentiality Agreement
- **Appendix F:** Fingerprinting Certification
- **Appendix G:** Vendor Application Form

These Instruction to Bidders shall be read collectively with all Contract Documents, including, without limitation, the Notice to Bidders and the Special Conditions / instructions (**Appendix A**). All capitalized terms herein, and in each of the Contract Documents, shall have the same meaning given in therein, unless otherwise specifically defined.

I-1.1 BID SECURITY

Each Bid shall be accompanied by bid security in the form identified in the Notice to Bidders in the amount of **\$100.00** (“Bid Security”). The Bid Security shall be given as a guarantee that the Bidder shall not withdraw its Bid and shall execute the Contract within **SEVEN (7)** days after notification of the award of the Contract (“Notice to Award”) to the Bidder.

I-1.2 TERM OF AWARDED CONTRACT

The initial contract period will be one (1) year, with an option to renew, as more specifically defined in the Special Conditions / Instructions, for two additional one (1) year periods, which may cover the service term through February 11, 2026 - February 11, 2029.

I-2.0 BID SUBMISSION

Submission of a Bid indicates that the Bidder has read and understands all Contract Documents, including all attachments, exhibits, schedules, and addendum (as applicable), and all Bidder’s concerns regarding this Bid have been satisfied.

Bidders must submit one (1) original, two (2) copies and (1) .pdf copy on a flash drive of their Bid on the Bid Form attached hereto as **Appendix B** and all other required District forms attached thereto. Bids not submitted on the District's required forms shall be nonresponsive and rejected. Additional sheets required to fully respond to requested information are permissible. Bidders shall not modify the Bid Form or any attachments or qualify their Bids. Bidders shall not submit scanned, re-typed, word-processed, or otherwise recreated versions of the Bid Form or other District-provided documents. **Bids shall be submitted at the following address: Compton Unified School District – Purchasing Department – 501 S. Santa Fe Avenue, 2nd Floor, Attention: Ebony Hamilton - Rm#279 Compton, CA 90221**

Bids must be complete in all respects as set forth below and in Special Conditions (**Appendix A**) Documents. A Bid may not be considered if it is conditional or incomplete.

I-2.1 BID PRICING

Bid Pricing should include a per unit cost for all the categories of copying listing in the Pricing Sheet (**Attachment 1 to the Bid Form**).

All prices shall include the cost of delivery, unless otherwise specified, to the District Reprographic Department, 2300 W. Caldwell Street – Bldg. L - Compton, CA 90220.

I-2.2 COMPLETE BIDS

A complete Bid will only consist of **ALL** the following completed documents, on the forms provided by the District, to the extent applicable:

- **Appendix B** - Bid Form
- **Attachment 1 to Bid Form:** Pricing Sheets
- **Attachment 2 to Bid Forms:** Mailer Pricing Sheet
- **Attachment 3 to Bid Form:** Possible Conflict of Interest Disclosure Form
- **Attachment 4 to Bid Form:** Contractor's Certificate of Regarding Worker's Compensation
- **Attachment 5 to Bid Form:** Contractor's Debarment Certification
- **Attachment 6 to Bid Form:** Questionnaire for Hiring Independent Contractors in Accordance with IRS Regulations (as applicable)
- **Attachment 7 to Bid Form:** Equal Employment Opportunity Certification
- **Attachment 8 to Bid Form:** Iran Contracting Act Certification
- **Bid Security**
- **W9 Taxpayer Identification Number & Certification**
- Copy of Bidder's Business License
- **Appendix G** - Vendor Application Form

Bids that fail to include the required documents shall be nonresponsive and rejected.

The District will receive sealed Bids from Bidders as indicated in the Notice to Bidders and each Bidder shall ensure that its Bid:

- Is sealed and marked with name and address of the Bidder, the Bid name and number, and the date for opening bids;
- Contains all documents as required herein; and
- Is submitted by date and time shown in the Notice to Bidders.

BIDS MUST BE SUBMITTED TO THE DISTRICT BY THE DATE TIME, AND AT THE LOCATION, INDICATED IN THE INVITATION TO BID. BIDS MUST BE STAMPED IN BY THE TIMESTAMP IN THE PURCHASING DEPARTMENT. BIDS RECEIVED AFTER THE SPECIFIED TIME AND DATE WILL BE RETURNED UNOPENED, WITHOUT EXCEPTION.

I-3.0 BIDDER SPECIFICATIONS

Bidders must be able to, and agree by that submitting their Bid that they are able to, do the following:

- Pick up all jobs within two (2) hours of notification; and
- Pick up jobs marked as “rush” within one (1) hour of notification.

I-4.0 PRE-BIDDER’S CONFERENCE

A non-mandatory pre-bid conference to familiarize potential Bidders with the District’s procedures will be conducted on the date and time indicated in the Notice to Bidders.

I-5.0 WITHDRAWALS OR MODIFICATION OF BIDS

Bidders may not modify Bids after Bid submittal. Any claim by Bidder that its Bid contains an error, or request for relief from its Bid, made **after** the time for opening of Bids, must be made in compliance with Public Contract Code section 5100 et seq. Upon written request, Bidder may withdraw its Bid **prior** to the time for opening of Bids without forfeiting its Bid Security. Upon written request, Bidder may withdraw its Bid **prior** to the time for opening of Bids without forfeiting its Bid Security. Any request to withdraw a Bid must be executed by the Bidder or its duly authorized representative. Bidder’s withdrawal of its Bid does not prejudice the Bidder’s right to submit a new Bid **before** the time of Bid opening.

I-6.0 ERASURES AND CORRECTIONS

Bids shall be clearly written without erasure or deletions. District reserves the right to reject any Bid containing erasures or deletions. Discrepancies between written words and figures, or words and numerals, will be resolved in favor of written words.

I-7.0 EVALUATION OF BIDS/AWARD OF CONTRACT

The District will award the Contract, if at all, to the lowest responsive, responsible Bidder on the basis indicated in the Notice to Bidders. The successful Bidder shall enter into the Agreement for Printing Services attached to the Bid Documents in **Appendix C**.

The District reserves the right to reject any or all Bids, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional Bids, to re-bid, and to reject the Bid of any Bidder if the District believes that it would not be in the best interest of the District to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful

financial ability or fails to meet any other pertinent standard or criteria established by the District. The District also reserves the right to waive inconsequential deviations not involving price, time, or changes in the Form Contract. For purposes of this paragraph, an “unbalanced bid” is one having nominal prices for work item(s) that represent substantive work and/or overly enhanced prices for nominal work item(s).

Prior to the award of Contract, the District reserves the right to consider the responsibility of the Bidder. The District may conduct investigations as the District deems necessary to assist in the evaluation of any Bid and to establish the responsibility, including, without limitation, qualifications and financial ability of Bidders, proposed subcontractors, suppliers, and other persons and organizations to perform and furnish the Contract in accordance with the Contract Documents to the District's satisfaction within the prescribed time.

I.8.0 EXAMINATION OF BID DOCUMENTS

Bidders shall thoroughly examine and be familiar with the Bid Documents. The failure or neglect of any Bidder to receive or examine any Bid Document, including any form, instrument, addendum, or other document therein, shall in no way relieve any Bid from obligations with respect to their Bid.

Submission of a Bid signifies careful examination of the Bid Documents and a complete understanding of the nature, extent, and location of the Contract to be performed. Bidders must complete the tasks listed below as a condition to bidding, and submission of a Bid shall constitute the Bidder's express representation to District that Bidder has fully completed the following:

- Bidder has examined thoroughly and understood the nature and extent of the Contract Documents and all local conditions and federal, state and local laws, and regulations that in any manner may affect cost, progress, performance, or furnishing of the Contract; and
- Bidder has made a complete disclosure in writing to the District of all facts bearing upon any possible interest, direct or indirect, that Bidder believes any representative of the District or other officer, or employee of the District presently has or will have in this Contract or in the performance thereof or in any portion of the profits thereof.

I-9.0 QUESTIONS & INTERPRETATION OF BID DOCUMENTS

Questions or request(s) for clarification concerning the Bid Documents may be emailed to **Ebony Hamilton** at vdelossantos@compton.k12.ca.us (“Point of Contact”) only. Any Bidder who contacts the Board, Board member, Board- appointed Committee member, including members of Citizens’ Bond Oversight Committees, any employee of the District, or any District personnel or representative during the Bid process, other than the person indicated herein as the Point of Contract, may have their Bid rejected, in the District’s sole discretion. Bidders must include the Bid number in the subject line of any email. Questions or requests for clarification must be submitted by the date and time indicated for the submittal of questions in the Notice to Bidders.

If any Bidder finds errors, discrepancies, ambiguities, or omissions in any of the Bid Documents, they must submit to the District a written request for clarification of correction thereof. Bidder’s failure to seek clarifications related any such error, discrepancy, ambiguity, or omission that Bidder could have reasonably discovered waives any claim against the District related thereto.

The District will respond to questions and requests for clarification by addendum(a) that will be forwarded to each registered participant and posted on the District's website at: <https://www.compton.k12.ca.us/district/doing-business-page>. Bidders must acknowledge the receipt of any addendum(a) in the Bid Form. Failure to acknowledge any addenda will result in the Bid being nonresponsive and rejected.

I-10.0 CERTIFICATES

Bidder shall sign and file with the District copies of all certifications attached as attachments to the Bid Form (**Appendix B**).

I-11.0 FORFEITURE FOR FAILURE TO EXECUTE CONTRACT

The Bidder awarded the Contract shall execute and submit the following documents **not later than 5:00 p.m.** of the **SEVENTH (7TH)** calendar day following the date of the Notice of Award.

- **Appendix C:** Agreement for Printing Services. To be executed by successful Bidder. Submit two (2) copies, each bearing an original signature.
- Certificates of insurance and endorsements compliant with the Insurance Requirements in **Appendix D**
- **Appendix E** Confidentiality Agreement. To be executed by successful Bidder
- **Appendix F:** Fingerprinting Certification. To be executed by successful Bidder, Original signature.
- W9 or Substitute W9 Tax Form
- **Appendix G:** Vendor Application Form

Failure to properly and timely submit these documents entitles the District to, among other remedies, make a claim against Bidder's Bid Bond, cashier's check, or certified check. The proceeds thereof may be retained by District as liquidated damages, in District's sole discretion.

If the successful Bidder is awarded the Contract, but fails or refuses to execute the contract within the time set forth above, the District may, in its sole discretion, award the Contract to another Bidder, call for new bids, or decline to award the Bid and reject all Bids.

I.12.0 BID PROTESTS

Any bid protest by any Bidder regarding any other bid on this Contract must be submitted in writing to the District, before 5:00 p.m. of the **THIRD (3rd)** business day following the date of bid opening, and must comply with the following:

- The protest must contain a complete statement of any and all bases for the protest.
- The protest must refer to the specific portions of all documents that form the bases for the protest.
- The protest must include the name, address and telephone number of the person representing the protesting party.

- The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

The procedure and time limits set forth in this section are mandatory and are each Bidder's sole and exclusive remedy in the event of a bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.

I-13.0 SIGNING OF BID AUTHORIZATION TO NEGOTIATE

Each document in the Bid submitted by Bidder shall be executed by an individual authorized to legally bind the Bidder.

I-14.0 TYPE OF CONTRACT TO BE AWARDED

The awarded Contract will be a firm fixed price based on a not-to-exceed amount indicated in the Form Agreement ("FFP") contract, which shall be funded annually on a fiscal basis. Under no circumstances will the FFP be exceeded without prior written approval from the Superintendent or District designee.

I-15.0 PUBLIC RECORDS ACT

All Bids submitted to the District are a matter of public record and shall be regarded as public records consistent with the provisions of the Public Records Act (Government Code Section 6250 et seq.) ("Act") The District's use and disclosure of those records are governed by the Act.

Although the Bidder may label information as "TRADE SECRET", "CONFIDENTIAL", FOR "PROPRIETARY", the District will continue to consider such information as a public record. It is incumbent on the Bidder to assert any rights to confidentiality and to seek and obtain a court order prohibiting the release of such information. Under no circumstances, however, will the District be responsible or liable to the Bidder or any other party for the disclosure of any such labeled information, whether the disclosure is required by law or a court order or occurs through inadvertence, mistake, or negligence on the part of the District, or its officers, employees, and/or contractors.

The Bidder, at its sole expense and risk, shall be responsible for prosecuting or defending any action concerning the information requested by the Bid Documents and included in a Bid, and shall hold the District harmless from all costs and expenses, including attorney's fees, in connection with such actions.

END OF DOCUMENT

APPENDIX A: SPECIAL CONDITIONS / INSTRUCTIONS

CONTRACT PERIOD: 02.11/2026 THROUGH 2/11/2029. PRICES SHALL BE FIRM FOR THIS PERIOD.

I. PRICING – TERM OF CONTRACT

The Contract shall be a minimum of one (1) year and may be extended as set forth below, to the furthest extent permitted by the Education Code. Quoted prices will stay in effect for one (1) year after the award of the Contract, and may be increased **no more than** five percent (5%) per-year. In the event of a general price decrease, Bidder shall pass the decrease on to the District.

Prices bid shall be priced F.O.B. Destination with delivery to the District Reprographic Department, 2300 W. Caldwell Street – Bldg. L-3 Compton, CA 90220 (“District’s Reprographic Department”).

Bidders shall be entitled to no other costs except those indicated in the Pricing Sheet attached as **Attachment 1** to the Bid Form.

II. SCOPE OF SERVICES

The Bidder agrees to perform all the services contemplated in **Attachment 1** to the Bid Form (**Appendix B**). General examples of the types of projects generally reassigned to an outside service provider is summarized below, but not limited to:

- Requests for specialized copying (blueprints, sepias, foam board mounting and electronic file conversion)
- Production of records for ongoing litigation or public records
- Large jobs with short timelines
- 9” X 12” Pocket Folders
- Banners
- NCR
- Oversize Bindery – **Larger than 11 inches**
- Specialty Copying – Tab dividers, divider inserts, transparencies, bubble jet printing – (**Slip Sheets**)
- Litigation Copying
- Color Laser Copying
- Duplicating/Bindery/Folding
- Velobind Punch and Bind
- GBS Plastic Comb Punch and Bind
- Laminating
- Mounting
- Electronic Media Copying
- Pick Up and Delivery Trip
- Other related services such as binding and collating 4 color jobs

The Bidder expressly agreed do the following:

- Pick-up all jobs within 2 hours of notification.
- Pick up jobs marked as rush within one hour of notification.

- Agree not to disclose any information contained in The District documents it reproduces. The District reserves the right to place orders at its discretion.

Please also note the following for the purposes of Bids:

- **No average copy quantity per order**
- **No average NCR quantity per order**
- **Suggest using per click charge when quantifying Bid unit prices**

III. MULTI-YEAR EXTENSIONS & ESTIMATES

Subject to the provisions of “Pricing-Term of Contract” section, and pursuant to Education Code sections 39644 and 81644, the awarded Contract may be extended, upon approval by the Board and the mutual consent of the parties in writing, for two (2) additional one (1) year terms

Quantities stated in the Bid Form are estimates **only** of the District's requirements. Contractor agrees to furnish more or less than the estimates in accordance with the actual needs at the time of order and at the prices indicated in the Bid Form. No guarantee is made nor implied that the District will purchase all or any of the items.

IV. DELIVERY

Copy Projects will be delivered to the District’s Reprographic Department 2300 W. Caldwell Street – Bldg. L-3 Compton, CA 90220.

V. HANDLING/STORAGE

All products must conform to federal, state, and local law for their production, handling, processing marketing and labeling.

VI. QUALITY

The District reserves the right to be the sole judge in determining the quality of each item and/or of the service provided.

VII. TERMINATION

Termination for Convenience. If The District elects to terminate the purchase order/contract, in whole or in part, for its convenience, such termination shall be effective thirty (30) calendar days after receipt of such notice to the Bidder. Thereafter, the District shall pay Bidder for services satisfactorily performed through the effective date of termination, and for any other reasonable costs determined by the District Purchasing Director or Associate Superintendent of Business Services to be necessary and appropriate, in their sole discretion.

Event of Default. In the event the Bidder to whom a purchase fails to perform in accordance with these terms and conditions of the Contract, the District may terminate the Contract, in whole or in part, in accordance with the “Termination for Default” provision below.

Termination for Default. District may, by written notice of default to the Bidder, terminate this contract issued in whole or part if: (i) the Bidder fails or neglects to perform any of the services listed herein in the manner and time specified, or if in the opinion of the District, the item(s) provided fail to perform or be satisfactorily received; (ii) or the Bidder fails to perform any of the other provisions of the Contract and does not cure such failure within a period of ten (10) calendar days (or such longer period as the District may authorize in writing) after receipt of notice from specifying such failure.

END OF DOCUMENT

APPENDIX B: BID FORM

To: Governing Board of the Compton Unified School District (“District”)

From: _____
 (Proper Name of Bidder)

The undersigned declares that the Contract Documents including, without limitation, the Notice to Bidders, the Instructions to Bidders, Special Conditions / Instructions (**Appendix B**) and the Agreement for Printing Services (**Appendix C**) have been read, and agrees and proposes to furnish all necessary equipment, materials, and supplies in accordance with the terms and conditions of the Contract Documents for **Bid No. B26-001, Outside Reprographic Printing Services** (“Contract”) and will accept in full payment for that Contract prices indicated in **Attachment 1. PLEASE NOTE, DURING THE CONTRACT PERIOD, THE DISTRICT RESERVES THE RIGHT TO SOLICIT PROPOSALS FROM CONTRACTOR FOR PRINTING SERVICE UNITS OF MEASURES AND PAGES THAT MAY VARY FROM THE PRICING AND QUANTITIES BELOW.**

For the purposes of award of the Contract, the Bidder submits the following Bid for the award of the Contract:

PRICING SHEET SUMMARY			SUBTOTAL DOLLAR AMOUNT
Subtotal from page 17 (add the total unit prices for line items 1 - 13)			\$
Subtotal from page 18 (add the total unit prices for line items 14 - 26)			\$
Subtotal from page 19 (add the total unit prices for line items 27 - 40)			\$
Subtotal from page 20 (add the total unit prices for line items 41 – 54A)			\$
Subtotal from page 21 (add the total unit prices for line items 57, 60, and 63)	Monthly Cost Combined Total \$	Quarterly Cost Combined Total \$	\$

LEGIBLY ENTER NUMERICAL DOLLAR AMOUNT

_____ dollars <i>LEGIBLY PRINT/ENTER TOTAL BASE BID ALPHABETICALLY</i>	\$ _____ <i>LEGIBLY ENTER NUMERICAL DOLLAR AMOUNT</i>
TO CALCULATE THE “TOTAL BASE BID,” BIDDERS MUST ADD THE “SUBTOTAL UNIT PRICES” FROM THE BOTTOM OF <u>EACH</u> PRICING SHEET PAGE AND INSERT THAT VALUE INTO THE SPACE ABOVE.	

1. **Contract Review.** The undersigned has reviewed the Contract Documents and fully understands the scope of Contract required in this Bid, and agrees that its Bid, if accepted by the District, will be the basis

for the Bidder to enter into a contract with the District in accordance with the intent of the Contract Documents in the form attached in **Appendix C**.

2. **Requests for Clarification.** The undersigned has notified the District in writing of any discrepancies or omissions or of any doubt, questions, or ambiguities about the meaning of any of the Contract Documents and has contacted the District before Bid date to verify the issuance of any clarifying Addenda.

3. **Contract Time.** The undersigned agrees to the furnish products, equipment, materials, or supplies under this Contract within the time period set forth in the Contract Documents and/or Purchase Order.

4. **Contractual Provisions.** The undersigned hereby acknowledges and agrees to be bound by all provisions of the Contract Documents.

5. **Bid Open for 90 Days.** It is understood that the District reserves the right to reject this Bid and that the Bid shall remain open to acceptance and is irrevocable for a period of ninety (90) days.

6. **Attachments.** The following documents are completed and attached hereto:

- **Attachment 1 to Bid Form:** Pricing Sheet
- **Attachment 2 to Bid Form:** Possible Conflict of Interest Disclosure Form
- **Attachment 3 to Bid Form:** Contractor’s Certificate of Regarding Worker’s Compensation
- **Attachment 4 to Bid Form:** Contractor’s Debarment Certification
- **Attachment 5 to Bid Form:** Questionnaire for Hiring Independent Contractors in Accordance with IRS Regulations
- **Attachment 6 to Bid Form:** Equal Employment Opportunity Certification
- **Attachment 7 to Bid Form:** Iran Contracting Act Certification

7. **Addenda Acknowledgement.** Receipt and acceptance of the following addenda is hereby acknowledged:

No.____, Dated _____	No.____, Dated _____
No.____, Dated _____	No.____, Dated _____
No.____, Dated _____	No.____, Dated _____
No.____, Dated _____	No.____, Dated _____
<input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Or check here if no addenda were issued.	

8. **General Acknowledgement.** The Bidder represents that it is competent, knowledgeable, and has special skills with respect to the nature, extent, and inherent conditions of the Contract to be performed.

9. **False Claims Act.** Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Bidder may be subject to criminal prosecution.

Furthermore, Bidder hereby certifies to the District that all representations, certifications, and statements made by Bidder, as set forth in this bid form, are true and correct and are made under penalty of perjury.

Dated this _____ day of _____ 20 _____

Name of Bidder _____

Type of Organization _____

Signed by _____

Title of Signer _____

Address of Bidder _____

Taxpayer's Identification No. of Bidder _____

Telephone Number _____

Fax Number _____

E-mail _____ Web page _____

If Bidder is a corporation, provide the following:

Name of Corporation: _____

President: _____

Secretary: _____

Treasurer: _____

Manager: _____

ATTACHMENT 1 TO BID FORM: PRICING SHEET

BID NUMBER B26-001 OUTSIDE REPROGRAPHIC SERVICE

BIDDER: _____

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
	OVERSIZE BINDERY (24"X36")		
1	Staple sets (3 per set)	Each Set (1000 pgs.)	\$ DELETED DO NOT PRICE
2	Edge bind with staples (3 per set)	Each Set (1000 pgs.)	\$ DELETED DO NOT PRICE
3	Three-hole punch (per set)	Each Set	\$ _____
	NCR 8-1/2" X 11"		
4	2-part	Each Set (1000 pgs.)	\$ _____
5	3-part	Each Set (1000 pgs.)	\$ _____
6	4-part	Each Set (1000 pgs.)	\$ _____
7	5-part	Each Set (1000 pgs.)	\$ _____
8	6-part	Each Set (1000 pgs.)	\$ _____
	NCR 8-1/2" X 14"		
9	2-part	Each Set (1000 pgs.)	\$ _____
10	3-part	Each Set (1000 pgs.)	\$ _____
11	4-part	Each Set (1000 pgs.)	\$ _____
12	5-part	Each Set (1000 pgs.)	\$ _____
13	6-part	Each Set (1000 pgs.)	\$ _____
		TOTAL UNIT PRICES:	\$ _____
		ADD 1 THROUGH 13	_____

ATTACHMENT 1 TO BID FORM: PRICING SHEET (CONT'D.)

BID NUMBER B26-001 OUTSIDE REPROGRAPHIC SERVICE

BIDDER: _____

ITEM NO	DESCRIPTION	UNIT	COLOR	BLACK	WHITE	TOTAL UNIT PRICE
	BANNERS – Square Feet					
14	Vinyl w/ grommets 36" sq ft	Each				\$ _____
15	Vinyl w/ grommets 42" sq ft	Each				\$ _____
16	Vinyl w/ grommets 44" sq ft	Each				\$ _____
17	Vinyl w/ grommets 50" sq ft	Each				\$ _____
18	Vinyl w/ grommets 60" sq ft	Each				\$ _____
	DOCUMENT COPYING ALL ON RECYCLED PAPER					
19	Bond (white 20 lb.) 8.5" x 11"	Each Copy				DELETED DO NOT PRICE
20	Bond (white 20 lb.) 8.5" x 14"	Each Copy				DELETED DO NOT PRICE
21	Bond (white 20 lb.) 11" x 17"	Each Copy				DELETED DO NOT PRICE
	SPECIALTY COPYING					
22	Tab dividers	Each				
			\$ _____	\$ _____	\$ _____	\$ _____
23	Dividers inserts (color) 20 lb. 8.5" x 11"	Each				
			\$ _____	\$ _____	\$ _____	\$ _____
24	Dividers inserts (color) 110 lb. 8.5" x 11"	Each				
			\$ _____	\$ _____	\$ _____	\$ _____
25	Transparencs 8.5" x 11"	Each				
			\$ _____	\$ _____	\$ _____	\$ _____
26	Pocket Folders 9" x 12"	Each				
			\$ _____	\$ _____	\$ _____	\$ _____
		TOTAL UNIT PRICES: ADD 14 THROUGH 26				
			\$ _____	\$ _____	\$ _____	\$ _____

ATTACHMENT 1 TO BID FORM: PRICING SHEET (CONT'D.)

BID NUMBER B26-001 OUTSIDE REPROGRAPHIC SERVICE

BIDDER: _____

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>UNIT PRICE</u>
	COLOR LASER COPYING		
27	Laser color prints...24lb. 8.5" x 11"	Each Copy	\$ _____
28	Laser color prints...24lb. 8.5" x 14"	Each Copy	\$ _____
29	Laser color prints... 24lb. 11" x 17"	Each Copy	\$ _____
	DUPLICATING/BINDERY/FOLDING		
30	Book Folding	Each	\$ _____
31	Tri Fold	Each	\$ _____
32	Hand Collating – 20lb. 8.5" x 11"	Each	\$ _____
33	Hand Collating – 20lb. 11" x 17"	Each	\$ _____
34	Inserting and Pulling		\$ _____
35	Acetate Covers – 10 Mil. 11"	Each	\$ _____
36	Three-hole punch	Each	\$ _____
37	Stapling	Each	\$ _____
	VELOBIND PUNCH AND BIND		
38	1"	Each	\$ _____
39	2"	Each	\$ _____
40	3"	Each	\$ _____
		TOTAL UNIT PRICES: ADD 27 THROUGH 40	\$ _____

ATTACHMENT 1 TO BID FORM: PRICING SHEET (CONT'D.)

BID NUMBER B26-001 OUTSIDE REPROGRAPHIC SERVICE

BIDDER: _____

<u>ITEM NO</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>COLOR</u>	<u>BLACK</u>	<u>WHITE</u>	<u>TOTAL UNIT PRICE</u>
	GBS PLASTIC COMB PUNCH AND BIND					
41	3/16" - 12"	Each				\$
42	½" - 1"	Each				\$
43	1" - ½"	Each				\$
44	1 ½" - 2"	Each				\$
	LAMINATING					
45	Gage 5.0 Mil.	Per/Sq. Ft.				\$
46	Gage 10.0 Mil.	Per/Sq. Ft.				\$
	MOUNTING					
47	Mounting foam core board	Per/Sq. Ft.	\$	\$	\$	\$
	PICK-UP/DELIVERY TRIPS					
48	Pick-up originals	Each Trip				\$
49	Delivery of Originals and Completed Jobs	Each Trip				\$
50	Extra Charge for "Rush" pick-up	Each Trip				\$
	MAILING SERVICE- BULK					
51	Per Insert	Each				\$
52	Per Envelope – Sender	Each				\$
53	Per Envelope – Return	Each				\$
54	Assembly	Each				\$
54A	USPS Delivery Drop Off to the Post Office	Each Trip				\$
		TOTAL UNIT PRICES: ADD 41 THROUGH 54A				\$

ATTACHMENT 2 TO BID FORM: MAILER PRICING SHEET

ITEM	SPEC	QUANTITY	MONTHLY COSTS	QUARTERLY COSTS	NOTES
55 ENGLISH MAILER	Single Page	116,000			Includes printing +mailing to all Compton and adjacent zip codes.
56 SPANISH MAILER	Single Page	10,000			Includes printing + mailing to CUSD provided Spanish-speaking resident list.
57 COMBINED TOTAL		126,000			Total monthly & quarterly pricing
ITEM	SPEC	QUANTITY	MONTHLY COSTS	QUARTERLY COSTS	NOTES
58 ENGLISH MAILER	25.25X11, Two folds, 100# gloss book	116,000			Includes printing +mailing to all Compton and adjacent zip codes.
59 SPANISH MAILER	25.25X11, Two folds, 100# gloss book	10,000			Includes printing + mailing to CUSD provided Spanish-speaking resident list.
60 COMBINED TOTAL		126,000			Total monthly & quarterly pricing
ITEM	SPEC	QUANTITY	MONTHLY COSTS	QUARTERLY COSTS	NOTES
61 ENGLISH MAILER	25.25X11, Three folds, 100# gloss book	116,000			Includes printing +mailing to all Compton and adjacent zip codes.
62 SPANISH MAILER	25.25X11, Three folds, 100# gloss book	10,000			Includes printing + mailing to CUSD provided Spanish-speaking resident list.
63 COMBINED TOTAL		126,000			Total monthly & quarterly pricing

ATTACHMENT 4 TO BID FORM: CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

**CONTRACTOR'S CERTIFICATE REGARDING
WORKERS' COMPENSATION
(SUBMIT WITH BID)**

Labor Code Section 3700.

“Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.”

I am aware of the provisions of §3700 of the Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

Signature

Date

Name Printed

Title

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

ATTACHMENT 5 TO BID FORM: CONTRACTOR'S DEBARMENT CERTIFICATION

DEBARMENT CERTIFICATION
(SUBMIT WITH BID)

"The Proposer certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
- (b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph 9(b) of this certification; and
- (d) Has within a three year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Proposer certifies that is shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this _____ day of _____, 20____.

By _____
Authorized Signature/Contractor

Typed Name/Title

Bidder's Firm Name

Street Address

City/State/Zip Code

Area Code/Telephone Number

ATTACHMENT 6 TO BID FORM: QUESTIONNAIRE FOR HIRING INDEPENDENT CONTRACTORS IN ACCORDANCE WITH IRS REGULATIONS

Questionnaire for Hiring Independent Contractors In Accordance with IRS Regulations
--

PART I

- | | | | |
|-----------|---|-------------------------------------|------------------------------------|
| 1. | <p>Has this category of worker been classified as an “employee” by the IRS
Refer to the Guidelines for Employing “Independent Contractors” for categories of jobs listed IRS Publication SWR 40 and others identified during a recent IRS compliance audit to determine if the individual if the individual you are contemplating establishing a contractual relationship with has been determined by the IRS to be properly classified as an employee.</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <p>Is the individual working as an employee as prescribed by the Education Code?
Education Code Sections 45100-45451 define what constitutes the classified service. Education Code Sections 44800-45060 define certificated service. The IRS predisposes An employer/employee relationship when state law mandates such a relationship.</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <p>Is the individual performed substantially the same services for the district as an Employee in the past?
Watch for former employees who are returning to work</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | <p>Is the individual an employee of the district in another capacity?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. | <p>Are there currently employees of the district doing substantially the same work as will be required of the individual you are hiring?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. | <p>Will the district have the legal right to control the method of performance by this individual?
Consider whether the district will train the individual or give instruction as to how the job gets done to the end result. Is the individual required to obtain approval before taking certain action? It doesn’t matter if the employer allows freedom of action in the workplace. Just the fact that the employer has the legal right to control the method and result of the work is enough to show an employer-employee relationship.</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. | <p>Are the services, as being provided an integral part of district operations?
Are the services provided necessary to the operations of the district’s program, projects, etc.? This indicates the district has an interest in the method of Performance and implies maintenance of legal control.</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

PART II

- | | | | |
|-----------|--|-------------------------------------|------------------------------------|
| 8. | <p>Will all the work be performed by this individual?
Consider whether or not the individual has the right to designate someone</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|-----------|--|-------------------------------------|------------------------------------|

	else to do the work without district approval.		
9.	Does the District have a continuing relationship with this individual? If an individual is engaged with the expectation that the relationship will continue Indefinitely, rather than for a specific project or period, this generally considered evidence of their intent to create an employment relationship.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Can this relationship be terminated without the consent of both parties? Independent contractors have contractual obligations to fill.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Does the individual operate an independent trade or business that is available to the general public? NOTE: Possession of a business license or incorporation does not automatically Satisfy this requirement. The determination must be made on the actual relationship between the district and the individual providing the work.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12.	Will the individual provide all material and support services necessary for the performance of the service? The district should not be providing space on a regular basis, clerical, secretarial or other support for the individual such as materials, copying, printing, office supplies, etc. Any necessary assistance should be provided by the individual.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13.	Is the individual paid by the job OR upon completion and acceptance of the work as a whole OR milestone identified in the contract?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14.	Will the individual bear the cost of any travel and business expenses incurred to perform the work? Generally the individual will pay the cost of any travel and business expenses incurred to perform the work. However, some agreements may be made to provide for payment of air fare, mileage, etc. for Contractors.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

I certify/declare under penalty of perjury under the laws of the State of California that the Foregoing is true and correct.

CONTRACTOR'S Signature Date

Originating Office Signature/Title Date

ATTACHMENT 7 TO BID FORM: EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

**EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION
(SUBMIT WITH BID)**

Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____ Number of employees _____

Please check one of the following categories. This company is:

Minority owned Woman Owned Disadvantaged

Disabled Veteran Owned Other Category _____

Please check and complete below. This company is:

Independently Owned and Operated:

An Affiliate of _____ Parent Company _____

A Subsidiary of _ Address _____ A Division of _____

“By signing below, I certify that we are an Equal Opportunity Employer and have made a good faith effort to improve Minority, Women and Disabled Veteran employment.

Signature _____

Name (*printed*) _____

Title (*printed*) _____

Date _____

ATTACHMENT 8 TO BID FORM: IRAN CONTRACTING ACT CERTIFICATION (Public Contract Code § 2204)

Outside Reprographic Printing Services (“Project” or “Contract”)

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of one million dollars (\$1,000,000) or more.

Bidder shall complete **ONLY ONE** of the following three paragraphs.

1. Bidder’s Total Base Bid is less than one million dollars (\$1,000,000).

OR

2. Bidder’s Total Base Bid is one million dollars (\$1,000,000) or more, but Bidder is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code § 2203(b), and Bidder is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

3. Bidder’s Total Base Bid is one million dollars (\$1,000,000) or more, but the District has given prior written permission to Bidder to submit a proposal pursuant to PCC 2203(c) or (d). **A copy of the written permission from the District is included with Bid.**

I certify that I am duly authorized to legally bind the Bidder to this certification, that the contents of this certification are true, and that this certification is made under the laws of the State of California.

Date: _____

Proper Name of Bidder: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

APPENDIX C: AGREEMENT FOR PRINTING SERVICES

**** S A M P L E ****

COMPTON UNIFIED SCHOOL DISTRICT
AGREEMENT FOR OUTSIDE PRINTING/REPROGRAPHIC SERVICES

This **AGREEMENT** is made and entered into this _____ day of _____, 20____ between _____, hereinafter called **VENDOR**, and **COMPTON UNIFIED SCHOOL DISTRICT**, hereinafter called **DISTRICT**.

WITNESSETH:

WHEREAS, the VENDOR is especially trained and experienced and competent to perform the special Vendor services pursuant to this Agreement, the parties hereto agree as follows:

1. SERVICES TO BE RENDERED BY CONTRACTOR:

VENDOR agrees to perform the following work for the **DISTRICT** at times and places as directed by the **DISTRICT**:

[Summary or services performed]

2. PERIOD OF PERFORMANCE

The period of performance of this Contract shall begin on _____ Ane end by _____, unless otherwise terminated as stated in Section 8 or extended by prior mutual agreement between the parties.

3. DISTRICT REQUESTOR

The following named employee is designated as the **DISTRICT'S** Requestor in coordinating the **VENDOR'S** services with the **DISTRICT** program(s) and will be responsible for approving **VENDOR'S** invoices for payment.

District Requestor

Title

School Department

4. PAYMENT: (ATTENTION: Please select only ONE)

A. The VENDOR agrees to pay DISTRICT the fixed/estimated prices as noted:

<u>Description</u>	<u>Unit Price</u>

OR

B. Not to exceed (NTE) (spell out) _____ Dollars (\$)) at the fixed unit prices or rate of (spell out) \$ _____)

The District agrees to pay **VENDOR** as follows:

In arrears for satisfactorily rendered services as the work progresses. Payment will be made thirty (30) days after the receipt of an invoice signed- off by the District’s Requestor. Invoices shall be in a form acceptable to the District. Three (3) copies of invoice shall be submitted for payment. All invoices shall be mailed as indicated below. Payment will be made via First Class U.S. Mail addressed per Article 9 herein. The postmark will be deemed the date of payment. The presentation by **VENDOR** of an invoice for payment to **DISTRICT** shall be a representation that the work has progressed as pointed in the invoice and in accordance with the contract requirements.

5. EXPENSES

VENDOR shall assume all expenses, including but not limited to, travel expenses incurred by him/her in connection with performance hereunder, and the **DISTRICT** shall not have any responsibility thereof.

6. INDEMNIFICATION AND HOLD HARMLESS

VENDOR shall save, defend (with counsel of **DISTRICT’S** choice) hold harmless the **DISTRICT**, its Trustees, administrators, agents, employees and students, from and against all losses, damages, liabilities, claims, and costs of whatsoever kind and nature of injury to or death of any person and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the **VENDOR’S** occupancy, use, service, operations or performance of work on the **DISTRICT’S** property or elsewhere under the terms of this Agreement, resulting in whole or in part from the negligent acts or omissions of the **VENDOR**, any sub-Vendor, or any employee, agent, or representative of Vendor and/or its sub-Vendors.

7. ASSIGNMENT

Neither party shall assign this Agreement or any part thereof without the written consent of the other party.

8. TERMINATION – DISTRICT’S RIGHT TO TERMINATE AGREEMENT OR SUSPEND WORK

If the **VENDOR** refuses or fails to timely or properly prosecute the work or any separable part thereof, is adjudged bankrupt, makes a general assignment for the benefit of creditors, if a receiver should be appointed on account of insolvency, or disregards laws, ordinances, regulations, the **DISTRICT** may, without prejudice to any other right or remedy, serve written notice of the **DISTRICT’S** intention to terminate this Agreement, or alternatively, terminate the **VENDOR’S** right to proceed under this Agreement. Unless within ten (10) days after the service of such notice, such conditions cease and satisfactory arrangements for the correction thereof have been made, at the sole option of the **DISTRICT**, this Agreement shall upon the expiration of said ten (10) days terminate or, at the election of the **DISTRICT**, **VENDOR’S** right to proceed under this Agreement shall terminate.

In such case the **VENDOR** shall not be entitled to receive any further payment until the work is completed. The **DISTRICT** may take over the work and prosecute same to completion by Agreement or by any other method it may deem advisable for the account, and unpaid balance of the Agreement price shall exceed the expense of finishing the work, including compensation for additional architectural, managerial, and administrative services, such excess shall be paid. If the expense shall exceed the unpaid balance, the **VENDOR** shall pay the difference to the **DISTRICT**, if terminating the Agreement for cause is not accurate; then, at the **DISTRICT’S** election, the termination of the Agreement shall be deemed to have been for convenience as set forth below.

The **DISTRICT** may also terminate this Agreement for convenience at any time in its absolute discretion upon giving a ten (10) day notice to **VENDOR**. In such event, **VENDOR** shall be entitled to all payments then due including payment for all work performed as of the date of the notice of such termination and all expenses directly related to the termination. In no event, however, shall **VENDOR** be entitled to any compensation for unearned profit on work not performed, expectation or other consequential damages.

Without invalidating the Agreement, the **DISTRICT** may at any time order the **VENDOR** to suspend all or a portion of the work of the Agreement. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the **DISTRICT**.

Either party may terminate the Agreement upon a thirty (30) day written notice, one to the other.

9. NOTICES

DISTRICT:
COMPTON UNIFIED SCHOOL DISTRICT
Accounts Payable
501 S. Santa Fe Ave.
Compton, CA 90221

VENDOR:

Name

Address

City State Zip Code
()

Telephone

12. FINGERPRINTING REQUIREMENT

Education Code Section 45125.1 states that if employees of any **VENDOR** providing school site administrative or similar services may have any contact with any pupils, those employees shall be fingerprinted by the Department of Justice (DOJ) before entering to determine that they have not been convicted of a serious or violent felony. If the **DISTRICT** determines that more than limited students will occur during the performance of these services by **VENDOR**, **VENDOR** will not perform services until all employees providing services have been fingerprinted by the DOJ and DOJ fingerprinting clearance certification has been provided to the **DISTRICT**.

- A. **DISTRICT** has determined that **VENDOR’S** services **WILL / WILL NOT result** in contact with pupils. If “**WILL**” is circled herein, the **VENDOR** will obtain fingerprinting clearance for all employees before services can begin. **VENDOR** will provide a list to the **DISTRICT** of all employees cleared by Department of Justice (DOJ) who will provide services under this Agreement. Failure to provide such written certification within sixty (60) days of execution of this Agreement will result in immediate termination of this Agreement.

District Requestor’s Signature

Date

13. INSURANCE REQUIREMENTS

VENDOR shall not commence work under this Agreement until **VENDOR** has obtained the insurance required as set forth in the attached “Insurance Requirements” form for the work of this Agreement and satisfactory proof of such insurance has been submitted to and approved by the **DISTRICT**. Except for workers’ compensation insurance, the policy shall not be amended or modified and the coverage amounts shall not be reduced without the **DISTRICT’S** prior written consent and the **DISTRICT**, its Trustees, officers, agents, employees and students shall be named as an additional insured. The certificate of insurance shall indicate that the **DISTRICT** be provided thirty (30) days written notice prior to any cancellation or modification of the insurance so provided.

VENDOR shall procure and shall maintain during the life of this Agreement, Workers’ Compensation Insurance on all of **VENDOR’S** employees to be engaged in work pursuant to or related to this

Agreement. In the case that any such work is sublet, the **VENDOR** shall require the sub-Vendor/contractor to similarly provide Workers’ Compensation Insurance for all of the latter’s employees to be engaged in such work unless such employees are covered by the protection afforded by the **VENDOR’S** Workers’ Compensation Insurance.

14. COMPLIANCE WITH LAWS

VENDOR shall give all notices and comply with all laws, ordinances, rules and regulations bearing on conduct or work as indicated or specified. If **VENDOR** observes that any of the work required by this Agreement is at variance with any such laws, ordinances, rules or regulations, **VENDOR** shall notify the **DISTRICT**, in writing, and, at the sole option of the **DISTRICT**, any necessary changes to the scope of work shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be

terminated effective upon **VENDOR'S** receipt of a written termination notice from the **DISTRICT**. If **VENDOR** performs any work knowing it to be in violation of such laws, ordinances, rules or regulations, and without first notifying the **DISTRICT** of such violation, **VENDOR** shall bear all costs arising there from.

15. TIME IS OF THE ESSENCE

Time is of the essence in the performance of and compliance with each of the provisions and conditions of the Agreement.

16. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

17. BOARD APPROVAL; MODIFICATION

This Agreement shall not be valid or binding upon the **DISTRICT** unless and until it has been approved by the **District's Board of Trustees**. Any waiver, amendment, modification, consent or acquiescence with respect to this Agreement or any provision of the contract or with respect to any failure to perform in accordance therewith shall be set forth in writing and duly executed by or on behalf of the party to be bound thereby. Any modification or amendment of this Agreement affecting time of performance, scope of work or price shall not be valid or binding upon the **DISTRICT** unless and until it has been approved by the **District's Board of Trustees**.

18. SAFETY AND SECURITY

It shall be the responsibility of the **VENDOR** to ascertain from the **DISTRICT** the rules and regulations pertaining to safety, security and driving on school grounds, particularly when children are present.

19. WORKERS AND SUPERVISION

VENDOR shall at all times enforce strict discipline and good order among his/her employees and shall not employ on work any unfit person or anyone not skilled in work assigned to him or her. Any person in the employ of the **VENDOR** whom the **DISTRICT** may deem incompetent or unfit shall be dismissed from the job site and shall not again be employed at the site without written consent from the **DISTRICT**. When necessary, **VENDOR** shall provide competent supervision of personnel employed on the job site, use of equipment, and quality of professional services.

20. PROTECTION OF WORK AND PROPERTY

The **VENDOR** shall maintain at all times, as required by conditions and progress of work, all necessary safeguards for the protection of employees and the public. In an emergency affecting life and safety of life or of work or of adjoining property, **VENDOR**, without special instruction or authorization from **DISTRICT**, is permitted to act at his discretion to prevent such threatened loss or injury.

21. ANTI-DISCRIMINATION

It is the policy of the **DISTRICT'S** Board of Trustees that in connection with all work performed under construction and purchasing contracts, there be no discrimination against any employee engaged in the

work because of race, color, sex, ancestry, national origin, or religious creed, and therefore the VENDOR agrees to comply with the applicable Federal and California Laws, including, but not limited to the California Fair Employment Practice Act, beginning with Labor Code, Section 1410 and Labor Code, Section 1735. In addition, the VENDOR agrees to require such compliance by all employed on the work by VENDOR.

22. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this contract shall be read and enforced as though it were included therein.

23. ENTIRE AGREEMENT

This Agreement includes all other contract documents incorporated pursuant to Article 1 herein and all attachments and other documents incorporated herein by inclusion or by reference, and constitute the complete and entire Agreement. If any clause, term or obligation of this Agreement be contradicted, waived or modified by any clause, term or obligation of any other document incorporated herein pursuant to Article 1 or otherwise, the terms of this Agreement shall control and be of higher precedence.

24. DEBARMENT CERTIFICATION

By signing this Agreement, the VENDOR/CONTRACTOR certifies that:

(a) The VENDOR/CONTRACTOR and any of its principles are **NOT** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency, **and**

(b) The CONTRACTOR/VENDOR has **NOT**, within a three (3) year period preceding this contract:

1. Been convicted of, **OR**
2. Had a civil judgment rendered against them for:
 - I. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government contract of subcontract; **or**
 - II. Violation of federal or state antitrust statutes relating to the submission of offers; **or**
 - III. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; **and**
 - IV. Are **NOT** presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

IN WITNESS WHEREOF, this Agreement has been duly executed by the below- named parties, on the day and year first written below.

VENDOR:

BOARD OF TRUSTEES OF THE COMPTON UNIFIED SCHOOL DISTRICT

Authorized Signature

Dr. Shannon Soto
Chief Administrative Officer
Business & Administrative Services

Vendor's Printed Name and Title

Date

Date

By: District Requestor's Signature

Date

ATTACHMENT 1 TO AGREEMENT: STANDARD TERMS AND CONDITIONS OF CONTRACT

STANDARD TERMS AND CONDITIONS OF CONTRACT

1. ASSIGNMENT OF RIGHTS, TITLE AND INTEREST

In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title and interest in and to all causes of action it may have under section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 commencing with Section 16700) of Part 2 Division 7 of the Business and Professional Code, arising from purchasing goods, materials or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.

2. LAWS AND REGULATIONS.

The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the performance and description of the Work. If the Contractor observes that the drawings or specifications are at variance with any such laws, ordinances, rules or regulations, the Contractor shall promptly notify the Architect in writing. If the Contractor performs any Work contrary to such laws, ordinances, rules and regulations without the express written consent and direction from the Architect and the District, the Contractor shall bear all costs arising there from, including all costs of correction.

3. HAZARD SUBSTANCES

Any vendor providing items containing hazardous substances, as described by the Director, Department of Industrial Relations, pursuant to Labor Code Section 6382, must submit a Material Safety Data Sheet (MSDS) containing the information according to the Title B, California Administrative Code, Section 5194 and as required by Labor Code Section 6390. Failure to furnish such information, if required, may be considered default of the vendor.

4. INSPECTION

All items or services are subject to final inspection and acceptance at designation by the District. Such final inspection shall be made within a reasonable time after delivery.

5. UNRESPONSIVE BIDS

Bids submitted in response to the Request for Bids must be in full conformance with the terms and conditions set forth herein. Further, all specification requirements must be met unless the language of the Request for Bids indicates alternate specifications as requirement will be acceptable.

6. PRICING OF BIDS

All prices and notations must be in ink or typewritten. No erasures permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the bid.

7. ACCEPTANCE AND REJECTION OF BIDS

The District reserves the right to reject any or all bids and to accept or reject any item(s) thereon, to make multiple awards, or waive any informality in the bid. No bid will be considered unless (a) it is properly made out on the form and signed by the bidder, (b) it is based upon unit specified or trade standard.

Bid shall remain open and valid and subject to acceptance for one hundred twenty (120) days after the bid opening date unless otherwise stipulated. In accordance with Government Code Section 4330 to 4334, and amendments thereto, price, fitness and quality being equal, California made products shall receive reference over materials made elsewhere.

8. BRAND NAME AND NUMBER

The bidder shall state the brand name and number in the space provided. If none is indicated, it shall be understood that the bidder is quoting on the exact brand name and number specified in the bid form. Should any item for which bids are requested be patented, or otherwise protected or designated by the particular name of the maker and the bidder desires to bid on an item of equal character and quality, may offer such substitute item by indicating clearly that such substitution is intended and specifying the brand. Such substitution shall be accepted only if deemed by the District to be equal to that specified.

9. SAMPLES

Samples of items, when required, must be furnished at no cost to the District, and if not destroyed by tests, will upon request, be returned at the bidder's expense.

10. SIGNATURE

All bids must be signed with the firm name and by an authorized officer or employee. Obligations assumed by such signature must be fulfilled. The bidder shall specify in the bid the name and nature of its legal entity. The successful bidder may be required to furnish a letter identifying authorized officers.

11. TAXES

Unless otherwise specified, price bid herein should not include California Sales/Use Tax or Federal Excise Tax. The District generally is required to pay California Sales/Use Tax and it should be shown as a separate item on invoices. The District is exempt from payment of Federal Excise Tax. It must not be included on invoices. Exemption certificates will be furnished, if requested.

12. TERMINATION

- A. The District may, by written notice of default to the vendor, terminate any resulting order in whole or in part should the vendor fail to make satisfactory progress, fail to deliver within time specified therein or fail to deliver with strict conformance to specifications and requirements set forth therein. In the event of such termination, the District reserves the right to purchase or obtain the supplies or services elsewhere, and the defaulting vendor shall be liable for the difference between the prices set forth in the terminated order and the actual cost thereof to the District. The prevailing market price shall be considered the fair re-purchase price.

- B. The District may, by written notice stating the extent and effective date, terminate any resulting order for convenience in whole or part, at any time. The District shall pay the vendor as full compensation for performance until such termination.
 - 1. The unit or pro rata price for the delivered and accepted portion.
 - 2. A reasonable amount, as costs of termination, not otherwise recoverable from other sources by the bidder as approved by the District, with respect to the undeliverable or unacceptable portion of the order, provided compensation hereunder shall in no event exceed the total price.
- C. The rights and remedies of District provided in this article shall not be exclusive and are in addition to any other rights and remedies by law or under resulting order.

13. TITLE

Title to the material and supplies purchased shall pass directly to District at the F.O.B. point shown subject to the right of the District to reject upon inspection.

14. VARIATIONS IN SPECIFICATIONS

The District reserves the right to waive a variation in specification if in the opinion of the District such variation does not materially change the item or its performance within parameters acceptable to the District.

15. WARRANTY

Bidder agrees that the supplies or services to be furnished shall be covered by the most favorable commercial warranties the bidder gives to any customer for the same or substantially similar supplies or services and that the rights and remedies so provided are in addition to and do not limit any rights afforded to the District.

16. FAILURE TO RESPOND

In the event your company fails to respond to two (2) consecutive "Request for Bids" your company will be deleted from the Purchasing Department Bidder's List. Reinstatement can be accomplished upon request.

17. DISPUTE

- A. Except as otherwise provided in the purchase order, any dispute concerning a question of fact arising under this contract which is not disposed of by an agreement shall be decided by the Director of Purchasing, who shall reduce the decision to writing and furnish a copy thereof to the bidder. The decision of the Director of Purchasing shall be final and conclusive unless, within thirty(30) days from the date of receipt to such copy, the bidder mails or otherwise furnishes to the Director of Purchasing a written appeal addressed to the District's Superintendent. The decision of the District Superintendent or duly authorized representative for the determination of such appeals shall be final and

conclusive unless determined by a court of competent jurisdiction to have been fraudulent or capricious or arbitrary or so grossly erroneous as necessarily to imply bad faith or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the bidder shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute here under, the bidder shall proceed diligently with performance of the contract and in accordance with the Director's decision.

- B. This "dispute" clause does not preclude consideration of law questions in connection with decisions provided for in paragraph "A" above, provided, that nothing in this contract shall be construed as making final decision of any administrative official, representative, or board on a question of law.

18. CHANGES

The Director of Purchasing may at any time, by written order and without notice to the sureties, make changes within the general scope of this bid, in the definition of work to be performed and the time (i.e., hours of the day, days of the week, etc.) and place of performance thereof.

19. QUANTITIES

Estimated quantities are given as a basis for the comparison of bids. The Purchasing Director does not, expressly or by implication, agree that the actual quantities will be purchased.

20. FORCE MAJEURE CLAUSE

The parties to the purchase order shall be excused from performance hereunder during the time and to the extent that they are prevented from obtaining, delivering or performing by act of God, fire, strike, loss or shortage of transportation facilities, lockout or commandeering of materials, product plants or facilities by the government; when satisfactory evidence thereof is presented to the District, provided that it is satisfactory established that the nonperformance is not due to the fault or neglect of the party not performing.

21. HOLD HARMLESS CLAUSE

The bidder shall hold harmless and indemnify the District, the Governing Board, the State of California, the California Department of Education, the California Superintendent of Public Instruction, the State Administrator, the Superintendent, ad their officers and employees from every claim or demand, made, and every liability, loss, damages, or expense, of any nature whatsoever, including the costs of legal defense, which may be incurred by reason of:

- A. An injury to persons or property sustained by the bidder or by any person, firm or corporation, employed directly or indirectly by him upon or in connection with his performance under the purchase order, however caused.
- B. Any injury to persons or property sustained by any person, firm or corporation, caused by any act, neglect, default or omission of the bidder or of any person, firm, or corporation, directly or indirectly employed by him or in connection with his performance under the purchase order; and

- C. Any liability that may arise from the furnishing or use of any copyrighted or uncopyrighted composition, secret process or patented or unpatented invention, under the purchase order.

The bidder at his own expense and risk shall defend any legal proceeding that may be brought against the District or the Board or the names referred above, on any such claim or demand, and satisfy any judgment that may be rendered against any of them.

22. INDEMNIFICATION

Except for the active negligence or willful misconduct of District, Bidder undertakes and agrees to defend, indemnify and hold harmless District and any and all District Boards, Officers, Agents, Employees, Assignees and Successors in the interest from and against all suits and causes of action claims, losses, demands and expenses, including, but not limited to, attorney fees and costs of litigation, damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of, or incident to, the performance of this bid on the part of contractor or subcontractor of any tier. It is understood and agreed that employees and any and all subcontractors of the contractor in the performance under this bid are not agents or employees of the District.

If contractor's negligence combines with District active negligence to cause injury, the parties agree that liability will be apportioned as determined by a court of competent jurisdiction, neither party shall request a jury apportionment.

23. PATENT/COPYRIGHT MATERIALS

Unless otherwise expressly provided in this contract, contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in performance of this contract.

24. ANTI-DISCRIMINATION

It is the policy of the Compton Unified School District Board of Trustees, in connection with all work performed and supplies furnished under Purchasing/Contracts, that there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin or religious creed, and therefore, the contractor agrees to comply with applicable Federal and California Laws including, but not limited to, the California Fair Employment Proactive Act beginning with Labor Code Section 1735. In addition, the contractor agrees to require like compliance by all subcontractors employed by him to do the work.

25. INSURANCE REQUIREMENTS

Contractor shall file with Compton Unified School District prior to commencement of work required by this bid, a certificate of insurance stating that the coverage required by this paragraph are in effect. This certificate will contain the following clauses:

1. It is agreed that this policy shall not be cancelled, non-renewed or reduced in scope of coverage until after a thirty (30) day written notice has been given to Compton Unified School District/Purchasing Services.

2. The Compton Unified School District is added as an “insured” as respects operation of the name insured performed under contract with the Compton Unified School District.
3. It is agreed that any insurance maintained by the Compton Unified School District shall apply in excess of the contribute wit, insurance provided by this policy.

The contractor is supply within seven (7) days, upon notice by Purchasing Services, evidence of insurance in the form of certificates or worker’s compensation insurance and public liability and property damage in companies and with limits of coverage satisfactory to the Director of Purchasing Services. It will also be necessary for the Compton Unified School District to be shown as an insured

and thirty (30) days written notice of cancellation be provided. The inclusion hereunder of any organization as an insured shall not affect any right which such person or organization would have as a claimant, if not so included. If the Contractor does not adhere to all terms and conditions herein, award may be issued to the next qualified bidder on the eighth (8th) day.

26. INVOICES AND PAYMENT

The bidder shall render invoices for materials delivered or services performed under the purchase order to the Accounts Payable Section, 501 South Santa Fe Avenue, Compton, CA 90221. Invoices shall be submitted immediately in a form acceptable to the District under the same exact firm name and items shown on the purchase order. All invoices must reference the District’s Purchase Order Number, otherwise, payment will not be processed.

The vendor shall list separately any items payable by the District and shall make payment for materials, supplies or services furnished under the purchase order within a reasonable and proper time after acceptance thereof and approval of the invoices by the authorized District representative.

27. PERMITS AND LICENSES

The vendor and all of its employees or agents shall secure, maintain and enforce such licenses and permits as are required by law, in connection with the furnishing of materials, articles or services listed herein All operations and materials shall be in accordance with the law.

28. BIDDER NOT OFFICER, EMPLOYEE OR AGENT OF DISTRICT

While engaged in carrying out the terms and conditions of the purchase order, the vendor is an independent contractor and not an officer, employee or agent of the District.

29. OPTION CLAUSE

The bidder hereby guarantees that the prices awarded under this bid will remain in full force and effect for the term specified.

Option to extend is granted Yes [] No []

Option to extend is granted for an additional _____ term from issuance of purchase order.

30. PIGGYBACK CLAUSE

For the term of the contract and any mutually agreed extension pursuant to this request for bid, at the option of the bidder, other school districts and community college districts, any public corporation or agency including county, city, town, or public corporation within the State of California, may purchase, lease purchase, or rent the identified item(s) at the same price and upon the same terms and conditions pursuant to Section 20118 (K-12) and 20652 (Community Colleges) of the Public Contract Code.

_____ACCEPT _____DECLINE

31. INAPPROPRIATE CONTACT

Any bidder who attempts to contact inappropriate District personnel other than the Purchasing Buyer during the bidding process is subject to a charge of improper bidding activity and the bidder's bid may be rejected.

END OF STANDARD TERMS AND CONDITIONS

APPENDIX D: INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

Vendor

Contract Number

Type of Coverage	Minimum Coverage Limits		
Commercial General Liability (CGL) ISO form CG 0001 10-93, or other form acceptable to District	Bodily Injury, Property Damage or Combined Single Limit (CSL)	Occurrence \$1,000,000 \$	Aggregate \$ \$
Business Automobile Liability (BAL) Including coverage for claims arising from ownership, operation, loading and unloading of owned, hired, leased, non-owned, and/or borrowed private passenger and commercial vehicles.	Bodily Injury, Property Damage or Combined Single Limit (CSL)	Individual \$1,000,000 \$	Accident \$ \$
Environmental Impairment Liability (EIL) Including coverage for claims arising from handling, abatement, and transport of pollutants including asbestos and lead paint.	Bodily Injury, Property Damage or Combined Single Limit (CSL)	Occurrence \$ \$	Aggregate \$ \$
Sexual Misconduct <i>(Note: applicable only if contactor providing service has contact with students)</i>	Bodily Injury, Property Damage or Combined Single Limit (CSL)	Each Claim \$1,000,000 \$	Aggregate \$ \$
Professional Errors and Omissions Liability (E&O)	Bodily Injury, Property Damage, Financial Losses, or Combined Single Limit (CSL)	Each Claim \$1,000,000 \$	Aggregate \$ \$
California Statutory Workers' Compensation Including Employer's Liability (and United States Longshoreman's & Harbor workers, where applicable)	Bodily Injury and Illness or Combined Single Limit (CSL)	Employee \$1,000,000 \$	Aggregate \$ \$
Crime or Fidelity Coverage Including fraud, theft, dishonesty and disappearance	Financial Loss	Each Claim \$	Aggregate \$500,000
Fiduciary	Financial Loss	Each Claim \$1,000,000	Aggregate \$
Other		\$	\$

Insurance required above shall be primary as respects to the Compton Unified School District, it's trustees, administrators, representatives, agents and employees, respectively, and any other insurance effected or procured by CUSD shall be excess of and shall not contribute with the required insurance. These policies, with the exception of Workers' Compensation, Employer's Liability, and E&O coverage, shall name CUSD, its directors, officers, agents, representatives, and employees as additional insured as respects to work performed pursuant to or incidental to this contract. **ISO form CG 2010 11/85 or other form acceptable to CUSD shall be used.** Severability of interest (cross liability) and waiver of

subrogation clauses shall be included. Pursuant to the terms of this contract, insurance effected or procured by Contractor shall not reduce or limit Contractor's obligation to indemnify and defend CUSD for claims made or suits brought which result from or in connection with the performance of this contract. These coverages, when written on an occurrence form, shall be maintained during the entire term of the contract. Coverage written on a claims-made form, and all E&O and EIL coverage, shall be maintained during the entire term of the contract and further until one year following termination and acceptance of all work under the contract.

The Contractor shall, before commencing work under this contract, arrange for the delivery of a certificate of insurance completed by its insurance carrier, agent or broker certifying that at least the minimum insurance coverage required above are in effect and specifying whether the liability coverages are written on an occurrence form or a claims-made form, and that the coverages will not be cancelled or changed without thirty (30) days advance written notice to:

Compton Unified School District 501 South Santa Fe Avenue Compton, CA 90221
Attn: Purchasing/Contracts/Reprographics Department

APPENDIX E: CONFIDENTIALITY AGREEMENT

**CONFIDENTIALITY AGREEMENT
(SUBMIT WITH BID)**

The undersigned, a duly authorized officer of

(Type or print complete name of firm)

does, hereby represent, warrant, and agree to the following statement:

All financial, statistical, personal, technical or other data and information relating to the District's operation which are designated confidential by the District and made available to the undersigned shall be protected by the undersigned from unauthorized use and disclosure.

Date: _____

Name of Proposer (print name)

By: _____
Authorized Officer (signature)

APPENDIX F: FINGERPRINTING CERTIFICATION

FINGERPRINT CERTIFICATION
(SUBMIT WITH BID)

I, _____, am the _____ of
(Print Name) (Title)
_____. I declare, state, and certify all of the following:
(Contractor Name)

1. I am aware of the provision and requirements of California Education Code 45125.1, regarding fingerprinting of persons providing services to school districts.
2. I have personal knowledge of and/or have made due and diligent inquiry with respect to the following, and based on said knowledge and/or inquiry I certify that:
 - A. I, the Contractor, have submitted my fingerprints to the California Department of Justice pursuant to Education Code 45125.1; and,
 - B. The California Department of Justice has issued written or electronic verification that I, the Contractor, has not been convicted of a felony, as identified in Education Code 45122.1, and has no criminal felony proceedings, as defined in Education Code 45122.1, pending against him or her.
3. The contractor shall provide additional Fingerprint Certification for each and every person prior to permitting such person(s) access to the Site or to perform any Work at the site.
4. I understand that if the District determines that I, the Contractor, has either: (a) made a false certification herein, or (b) violates this certification by failing to carry out and to implement the requirements of the California Education Code 45125.1, the contract awarded herein is subject to termination, suspensions of payments, or both.
5. I am authorized to execute this Fingerprint Certification on behalf of the Contractor. All of the statements set forth above is true, correct, complete, and accurate. Further, there are no omissions or misstatements of material fact in the foregoing statements which would render such statements and/or information to be false or misleading.
I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Executed at _____ this _____ day of _____, 20_____

(Signature)

(Handwritten or Typed Name)

APPENDIX G: VENDOR APPLICATION FORM

VENDOR APPLICATION (SUBMIT WITH BID)

Compton Unified School District Purchasing Department 501 S. Santa Fe Avenue, Compton, CA 90221

[Please print legibly or type]

Name of Authorized Company Representative: _____

Title _____

Business Address _____

Number of years in business: _____

Email address: _____

Business Telephone Number: _____

Fax Number: _____

Products or Services Provided:

List of References:

Business Name/Address	Contact	Phone	Dates of Service	Products/Services
1.				
2.				
3.				

"I certify that the information provided is true and correct to the best of my knowledge. I understand it is the vendor's responsibility to update the above information as needed."

Authorized Company Signature

Date