

# Doing Business with Paso Robles Joint Unified School District

---

## ***Welcome to Paso Robles Joint Unified School District (PRJUSD)***

The Paso Robles Joint Unified School District is a major purchaser of various goods and services. With an annual budget of \$70,000,000, and the \$95,000,000 Measure M Facility Improvements Bond, we employ over 800 staff members and support approximately 6,800 students attending eleven school sites in preschool through twelfth grade. PRJUSD prefers to locally source products and services when the district finds it is in the taxpayers' best interest and the purchase or service rendered complies with all state and federal procurement requirements.

## ***What does PRJUSD purchase?***

The needs of PRJUSD are quite diverse and include basic instructional materials, educational toys and games, athletic supplies, furniture, audio/visual equipment, office supplies, computer hardware/software, maintenance supplies and equipment, custodial supplies, and transportation supplies and equipment. The Food Services Department purchases food (perishable foodstuff, seasonal commodities, dry goods), food-related supplies, paper products and packaging, and food service equipment. The Facilities Department (Measure M) and Maintenance, Operations Department seek contractors for school building repair, renovation, construction, and other site improvements.

## ***Purchasing Policy***

A purchase order (P.O.), properly numbered, signed, and authorized by the Chief Business Officer or the Superintendent, is the only document by which PRJUSD obligates itself to a vendor. The Chief Business Officer or the Superintendent are the only persons authorized to sign purchase orders and all signed purchase orders must be issued through the Purchasing Department.

Vendors are strongly advised not to provide materials or services to the district without first obtaining an authorized purchase order from the Purchasing Department. Purchases made in the name of the district without an authorized P.O. may be considered a donation to the district or a personal obligation of the person making the purchase and not an obligation of the district.

## ***Become a District Vendor***

The district manages a centralized Purchasing Office who has the general responsibility for the purchase of all material, supplies, equipment, and services. PRJUSD maintains a competitive environment in its approach to procurement and requests all vendors first contact Purchasing for directions and advice before making any sales presentations. To conserve time and ensure the vendor adequate attention, we urge all vendors to make an appointment before coming to the Purchasing Office.

**To be placed on PRJUSD's potential vendor list** please complete the [PRJUSD Purchasing Supplier Directory form](#) and mail it to:

PRJUSD Purchasing  
2900 Union Road  
Paso Robles, CA 93446

**To apply for PRJUSD's public works projects, please:**

- Become a CUPCCAA (California Uniform Public Construction Cost Accounting Act) contractor
- Register as a contractor on our PlanetBids portal
- Pre-qualify for projects greater than \$1,000,000

For further information, please see the forms/information provided in this packet or visit our Contractor Bid/Request for Proposal Information webpage at:

<http://www.pasoschools.org/purchasing>

### ***Other Business Opportunities***

PRJUSD may utilize various cooperative purchasing agreements. You are welcome to contact the organizations listed below on how to become one of their vendors:

**California Multiple Award Schedule (CMAS)** - <http://www.dgs.ca.gov/pd/Programs/Leveraged/CMAS.aspx> OR <http://www.dgs.ca.gov/pd/Home.aspx> and click on Doing Business with the State

**The Cooperative Purchasing Network (TCPN)** - <http://www.tcpn.org/Pages/Signup-Director.aspx>

**US COMMUNITIES** - <http://www.uscommunities.org/resources/become-a-supplier/>

**National Joint Powers Alliance (NJPA)** - <http://www.njpacoop.org/national-cooperative-contract-solutions/become-vendor/>

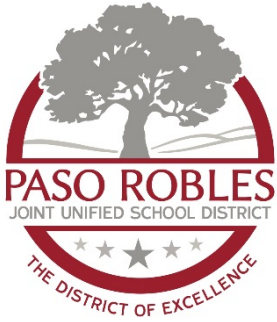
**National IPA (NIPA)** - <http://www.nationalipa.org/Pages/Contacts.aspx>

**CALSAVE** - <http://calsave.org/vendors/>

**NASPO ValuePoint** - <http://www.naspovaluepoint.org/#/Info-for-Vendors#faq>

**National Cooperative Purchasing Alliance (NCPA)** - [www.ncpa.us/Solicitations](http://www.ncpa.us/Solicitations)

**BuyBoard** - <https://www.buyboard.com/Vendor.aspx>



# Doing Business with Paso Robles Joint Unified School District

---

## **Maintenance, Facility Projects, and Measure M Projects**

The District is responsible for maintenance of approximately 800,000 square feet of facilities and approximately 8 million square feet of open landscaping. Additionally, thanks to the local community, the District recently passed the Measure M Facility Bond. This bond issue allows our district to make significant renovations to the k-8 schools including: basic health and safety improvements such as repairing leaky roofs and retrofitting for earthquake safety, replacing aging portables with permanent buildings, installing STEAM labs and career technical and vocational education classrooms, and building an aquatics complex.

While we do have a maintenance staff, we commonly use outside contractors to assist in larger, more complicated projects requiring specialized services.

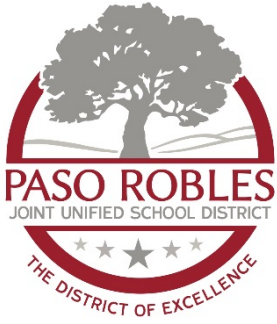
### **Contractors used but not limited to:**

- Electrical
- Plumbing
- Security
- Video
- Landscaping
- Arborists
- Glazing
- Fire alarm
- Underground location and repairs
- Elevator services
- Pest control
- Disposal
- HVAC
- Blueprinting
- Flooring
- Fire extinguisher repair and verification
- Backflow testing
- Generator repair
- Bee control
- Water testing
- Pavement service
- Locksmiths
- Crane service
- Energy management systems
- Telecommunication
- Tree trimming

### **Products suppliers used but not limited to:**

- Custodial Supplies and equipment
- Construction material and hardware
- Plumbing
- Electrical
- HVAC
- Carpet
- Flooring
- Paint
- Landscape material

Contractors need to pre-register with the Purchasing Department, provide verification of District's minimum insurance requirements, and renew data on an annual basis.



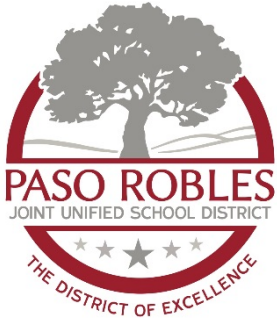
# Doing Business with Paso Robles Joint Unified School District

---

## What does PRJUSD purchase?

The needs of PRJUSD are quite diverse and include:

- Basic instructional materials
- Educational toys and games
- Athletic supplies
- Furniture
- Audio/visual equipment
- Office supplies
- Computer hardware/software
- Maintenance supplies and equipment
- Custodial supplies
- Transportation supplies and equipment
- Food (perishables, seasonal commodities, dry goods)
- Food-related supplies and equipment
- School building repair, renovation, and construction



# Doing Business with Paso Robles Joint Unified School District

---

## Procurement and Contract Bid Limits

Per Vendor\*

\*Equipment, Materials and Supplies \$88,300

\*Non-Construction Services \$88,300

\*Maintenance \$88,300

### Public Project Work \$1,000 or more:

**CUPCCA:** The Uniform Public Construction Cost Accounting Act is under the umbrella of the California Uniform Public Construction Cost Accounting Commission (CUPCCAC) and provides for alternative bidding procedures when an agency performs public project work by contract.

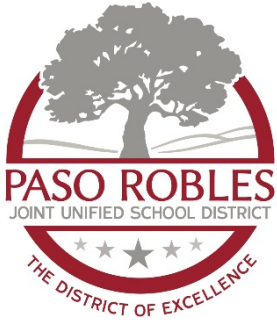
(a) Public projects of \$45,000 or less may be performed by negotiated contract or by purchase order (PCC 22032(a)).

(b) Public projects of \$175,000 or less may be let to contract by the **informal** procedures set forth in the Act (PCC 22032(b)).

(c) Public projects of more than \$175,000 shall be let to contract by **formal** bidding procedures (PCC 22032(c)).

**Public Works Projects greater than \$1,000,000:** California Assembly Bill (AB) 1565 went into effect on January 1, 2014. AB 1565 requires ALL General Contractors (Primes) and M/E/P Subcontractors that HOLD certain licenses to be prequalified with the District, if the project expenditures values at \$1million or more and is funded whole or in part with State Facility Bond funds. This applies to the following license classifications:

- General Contractors (A and B)
- Mechanical, Electrical, and Plumbing contactors ("MEPS"): C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46



# Doing Business with Paso Robles Joint Unified School District

---

## Department of Industrial Relations (D.I.R) How to comply with SB 854 Public Works Reform

### Introduction to Public Works

---

Public works law requires private construction contractors to pay prevailing wages to their workers and requires the construction contractor to follow public works law when working on a project funded by a public entity. A public entity can be the State of California, or any public agency such as a county, city, school or a special district. Prevailing wages are due, in most instances, if the project costs more than \$1,000, and involves the following construction work: new construction, alteration, demolition, installation, repair and maintenance. Contractors must make an attempt to hire apprentices when the total project costs exceed \$30,000.

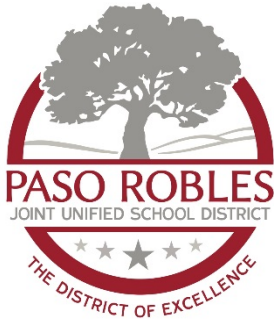
Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to contract to perform public work must be registered with the Department of Industrial Relations. No bid(s) will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a contract, the bidder and its subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project.

**Small Project Exemption:** Contractors who work exclusively on small projects are not required to register as public works contractors or file electronic certified payroll reports for those projects.

However, prevailing wages must still be paid on projects with small project exemption and contractors are still required to maintain certified payroll records on a continuous basis, and provide those records to the Labor Commissioner's Office upon request. Additionally, awarding agencies are not required to submit the notice of contract award through DIR's PWC-100 system on projects that fall within the small project exemption. Small project exemption applies for all public works projects that do not exceed:

- \$25,000 for new construction, alteration, installation, demolition or repair
- \$15,000 for maintenance

Public Works Projects are subject to compliance monitoring and enforcement by the Department of Industrial Relations. In bidding on Public Works Projects, it shall be the bidder's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its bid.



# Doing Business with Paso Robles Joint Unified School District

**Register your company on our PlanetBids Vendor Portal to receive notices regarding public works project opportunities:**

The screenshot displays the PlanetBids Vendor Portal interface. At the top, the browser address bar shows the URL: <https://www.planetbids.com/portal/portal.cfm?CompanyID=27698>. The main content area is titled "Paso Robles Joint Unified School District VENDOR PORTAL". Below this title, there are several menu items:

- New Vendor Registration**: Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In with your User Name and Password.
- Bid Opportunities**: Search for bid opportunities with this agency, download documents, become a prospective bidder, and electronically bid on projects.
- My Contracts**: UNAVAILABLE. Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.
- Certified Vendors**: UNAVAILABLE. Find Certified Vendors.
- Contracts**: UNAVAILABLE. View public information regarding agency contracts.
- My Insurance**: UNAVAILABLE. View and fulfill insurance requests/requirements.
- News & Events**: News and current events in the world of this agency.

At the bottom of the page, there is a PlanetBids logo, a copyright notice for 2017, and a "Log In" button. A "Forgot Password?" link is also visible near the login button.

<https://www.planetbids.com/portal/portal.cfm?CompanyID=27698>

or

<https://www.pasoschools.org/Page/765>

To pre-qualify for projects greater than \$1,000,000 visit:

<https://www.pasoschools.org/cms/lib/CA01801048/Centricity/Domain/467/PRJUSD%20Prequal%20Pkg.pdf> to download our public works projects greater than \$1,000,000 pre-qualification packet.

# PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

## CONTRACTOR REGISTRATION 2017 CALENDAR YEAR

### California Uniform Public Construction Cost Accounting Act

The Uniform Public Construction Cost Accounting Act is under the umbrella of the California Uniform Public Construction Cost Accounting Commission (CUPCCAC) and provides for alternative bidding procedures when an agency performs public project work by contract.

(a) Public projects of \$45,000 or less may be performed by negotiated contract or by purchase order (PCC 22032(a)).

procedures set forth in the Act (PCC 22032(b)).

(b) Public projects of \$175,000 or less may be let to contract by the informal

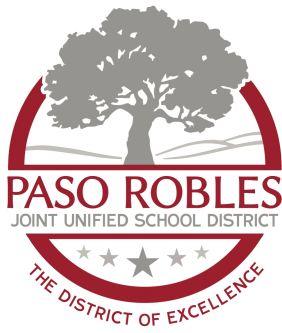
(c) Public projects of more than \$175,000 shall be let to contract by formal bidding procedures (PCC 22032(c)).

In November of each year, participating Districts place an ad in various construction trade journals inviting all licensed contractors to submit the name of their firm to the District for inclusion on the District's list of qualified bidders for the following calendar year.

The Paso Robles Joint Unified School District has completed all the necessary requirements to participate in this alternative bidding process and solicits your firm to register.







# Paso Robles Joint Unified School District SUPPLIER DIRECTORY FORM

## SUPPLIER NAME (required)

Business Name: \_\_\_\_\_

Name on W9 Form: \_\_\_\_\_

Taxpayer EIN or SSN: \_\_\_\_\_

Does your company have a parent company? If yes, please list: \_\_\_\_\_

EIN of Parent Company: \_\_\_\_\_

Please list other company names or affiliates doing business with us under a different name:

\_\_\_\_\_

## BUSINESS CONTACTS

Sales Contact: \_\_\_\_\_ phone: \_\_\_\_\_ fax: \_\_\_\_\_ email: \_\_\_\_\_

Order Desk: \_\_\_\_\_ phone: \_\_\_\_\_ fax: \_\_\_\_\_ email: \_\_\_\_\_

Accounts Receivable: \_\_\_\_\_ phone: \_\_\_\_\_ fax: \_\_\_\_\_ email: \_\_\_\_\_

Business Address: \_\_\_\_\_ city: \_\_\_\_\_ state: \_\_\_\_\_ zip code: \_\_\_\_\_

Web/url addresss: \_\_\_\_\_

Remit Address (if different from Business Address): \_\_\_\_\_ city: \_\_\_\_\_

state: \_\_\_\_\_ zip code: \_\_\_\_\_ Web/url addresss: \_\_\_\_\_

Type of product or service provided: \_\_\_\_\_

\_\_\_\_\_

Supplier signature (required): \_\_\_\_\_

print name & title: \_\_\_\_\_ date: \_\_\_\_\_

Attach completed W9 and mail to: PRJUSD – Purchasing Department, 2900 Union Road, Paso Robles, CA 93446

Your signature authorizes us to provide contact information of approved vendors for specific purchases or services. Otherwise, PRJUSD does not under any circumstances sell, market, or share your information with any other parties or agencies unless it's required by law.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.