



Internal Use Only:

Office of Special Events Application for Use of College Facilities

6201 Winnetka Avenue
Woodland Hills, CA 91371
Tel: 818-710-2860
Fax: 818-610-6508

Event Date:

| | | | |
|---|-------------|---|-----------------------|
| Today's Date: | | **NOTE: For multiple dates, please attach a separate list to this application. | Time of Event: |
| Name of Event: | | Amount of Time To Setup: _____ hrs to Breakdown: _____ hrs | |
| Organization Name: | | Day of Week: | |
| Address: | | # of Participants: _____ | |
| Requestor: | | Spectators: _____ | |
| | | Vehicles: _____ | |
| Phone: | Fax: | Email: | |
| Website where event is being advertised: | | | |

Event Description:

****NOTE** If specific setup requirements are needed, please attach a sketch and/or details. For filming, please attach summary.**

Facility Requested:

Are you charging admission? Yes: No: If yes, how much:
 Will you be serving food? Yes No Is this a fundraiser? Yes No

If you have not been here before, please complete attached vendor form on reverse side.
 The campus does not provide free parking. Parking is available for \$3.00 day per vehicle.
 Please see NOTE on reverse side.

A Certificate of Insurance and an accompanying endorsement that includes the following is required: General Liability – Comprehensive or Commercial Form, minimum limits each occurrence \$1,000,000, General Aggregate \$2,000,000. Certificate must list Pierce College and Los Angeles Community College District as additionally insured. A copy of insurance must be submitted with this application.

PAYMENT IN FULL IS REQUIRED AT TIME OF PERMIT ISSUANCE.

e-mail to: illouzd@piercollege.edu
(Revised 8/27/17)

Print



Create Vendor Form

* NAME OF THE REQUESTOR:

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

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

NOTE: * = required information; must enter information.

Include a W-9 Form with this form.

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

SALES CONTACT

* Person/Name: _____

* Telephone Number: _____

FAX: _____

Email: _____

* ADDRESS INFORMATION

Address: _____

City: _____

State: _____

Zip: _____

Payment terms (net 30 unless otherwise specified): _____

Shipping Terms FOB Destination (Choose from the following):

Prepaid & Allowed Prepaid & Added to invoice

* Product Code Categories (see page 3 for a list of product codes): _____

REMIT TO Address (if different from address above)

Address: _____

City: _____

State: _____

Zip: _____

* Check all categories that apply to the company.

SMALL

LOCAL

EMERGING _____ (DATE)

DISABLED VETERAN OWNED

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

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

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

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



LOS ANGELES COMMUNITY COLLEGES

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ADMINISTRATIVE OFFICES

Dear Vendor:

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

SMALL

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

LOCAL

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

EMERGING

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

DISABLED VETERAN OWNED

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

VENDOR’S SELF-CERTIFICATION

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

Small: Local: Emerging: Disabled Veteran Owned:

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

Small: Local: Emerging: Disabled Veteran Owned:

Submitted by:

Company Name

Signature

Address

Title

Phone Number

Date

PLEASE SUBMIT FORMS WITH APPLICATION, OR EMAIL ALL COMPLETED FORMS TO:

ProcurementVendorMaintenance@email.laccd.edu

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



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Dear Vendor:

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

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

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

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

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

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

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

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

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

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

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

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

Ms. Ramona Divinagracia
(818) 947-2547

Mr. Kim Hoffman
(323) 415-4154

Ms. Marcia Webb
(310) 233-4256

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

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