



**LOS ANGELES COMMUNITY COLLEGES**

770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017 • 213/891-2000

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST

ADMINISTRATIVE OFFICES • Mr Darroch Young, Chancellor

**Dear Vendor:**

Contracts and Purchasing Division

Los Angeles Community College District, 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 and indicate what terms are available to the District.

**SMALL BUSINESS ENTERPRISE (SBE)**

Generally, unless your firm is in an industry with a special size standard, it is considered a small business enterprise if it has (a) fewer than 500 employees and (b) for general construction and service industries, average annual receipts for three preceding fiscal years less than \$2 million.

**MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MBE/WBE)**

A minority or women owned business enterprise concern, which is at least 51%, owned by one or more minorities or women. A publicly owned corporation qualifies if at least 51% of the stock is owned by one or more minorities or women. Management and daily business operations must be controlled by one or more such individuals.

**DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)**

To be certified as a Disabled Veteran Business Enterprise, the business must be: (a) a sole proprietorship, a firm, or partnership with 51% of the stock or partnership interests owned by one or more disabled veterans, (b) managed by a disabled veteran or disabled veterans with the daily business operations controlled by one or more disabled veterans, and (c) a sole proprietorship, corporation, or partnership with its home office located in the United States which is not a branch or subsidiary of a foreign corporation, firm, or other business. The Office of Small and Minority Business defines "disabled veteran" as a veteran of the military, naval, or air service of the United States with a service-connected disability who is a resident of the State of California. To qualify as a veteran with a "service-connected disability", the person must be currently declared by the United States Department of Veterans Affairs to be 10% or more disabled as a result of service in the armed forces.

**SELF CERTIFICATION**

SMALL BUSINESS(4)\_\_\_ WOMEN OWNED(2)\_\_\_ MINORITY OWNED(1)\_\_\_ DISABLED VETERAN OWNED(3)\_\_\_

51% owned and managed by: Caucasian/White (9)\_\_\_\_\_  
African-Americans (8)\_\_\_\_\_  
Asian Pacific Americans (7)\_\_\_\_\_  
Hispanic Americans (6)\_\_\_\_\_  
Native Americans (5)\_\_\_\_\_  
(Native Americans include: American Indians, Eskimos, Aleuts, and Native Hawaiians)

Subcontractors/suppliers that provide at least 50% of labor/materials are (check one):

MBE\_\_\_\_\_ WBE\_\_\_\_\_ DVBE\_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Company Name Signature

\_\_\_\_\_  
Address Title

\_\_\_\_\_  
Phone Number Date

**PLEASE RETURN TO:** Los Angeles Community College District, Contracts & Purchasing, 770 Wilshire Blvd., Los Angeles, CA. 90017 (213) 891-2421, (213) 891-2490 fax.

| 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 Timeclocks/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"/> _____                              | _____        |

PAYMENT TERMS: \_\_\_\_\_% \_\_\_\_\_ DAYS, NET \_\_\_\_\_ DAYS (30 Minimum)

SHIPPING TERMS: FOB DESTINATION: \_\_\_\_\_ ALLOW, \_\_\_\_\_ PREPAID & ADD.

FEDERAL TAX I.D. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ LICENSE # \_\_\_\_\_

or  
SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

WEB PAGE ADDRESS: HTTP:// [www.\\_\\_\\_\\_\\_](http://www._____)

**PAYMENT REMITTANCE ADDRESS:** IF DIFFERENT FROM ISSUE ORDER TO ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_