



VENDOR INFORMATION

Vendor/Contractor Name: _____

As part of the District's vendor/contractor application process, we need to review the following information to better understand the products and services you wish to offer our students. Please complete the requested details below, sign this form, and attach the signed copy to your PlanetBids vendor application along with a current W-9.

Section 1: Proposed Products and Services

Provide a description of the products or services you wish to provide to the Rialto Unified School District:

Section 2: Licenses and Qualifications

Provide a list of the necessary licenses and qualifications required to offer your products and services to the District.

Licenses. (Examples: *San Bernardino County Business License, Contractor's License, or relevant professional association license*). If no license is required, please explain why your products or services do not necessitate one:

Qualifications. What specific qualifications does your business possess that enable you to provide products and services to public school districts?

Section 3: References

Provide references from **school districts or other public agencies** where you have delivered similar products or services. The District reserves the right to gather information from any sources regarding the vendor/contractor, which it deems relevant, and to consider such information during the vendor application review process.

Note: Failure to provide at least three references from school districts or public agencies may result in the denial of your application.

Reference #1
Agency Name:
Address:
Contact Person:
Email Address:
Phone Number:
Detailed description of goods or services provided:
Reference #2
Agency Name:
Address:
Contact Person:
Email Address:
Phone Number:
Detailed description of goods or services provided:
Reference #3
Agency Name:
Address:
Contact Person:
Email Address:
Phone Number:
Detailed description of goods or services provided:

Section 4: Vendor/Contractor Responsibilities

1. Vendor Terms and Conditions

- 1.1. The Rialto Unified School District ("RUSD") includes copies of its terms and conditions ("T&Cs") for vendors supplying products or services. All vendors/contractors must adhere to these T&Cs. Failure to do so may result in the termination of the relationship and/or non-payment for products or services rendered. A current copy of the District Terms and Conditions can be found on the District Purchasing Website: <https://kec.rialto.k12.ca.us/Page/4937>.

2. Purchase Order Requirement

- 2.1. For all purchases or acquisitions of products or services, a valid Purchase Order ("PO") issued by the Rialto Unified School District is mandatory.
- 2.2. The PO will detail the products or services to be supplied, the agreed prices, quantities, delivery details, and any other relevant terms.
- 2.3. No verbal or written commitments outside of an official PO will be recognized or honored. Any representations or assurances made without a PO are deemed unauthorized.

3. Vendor/Contractor Responsibility

- 3.1. It is the vendor/contractor's responsibility to ensure they receive a valid PO from the District before supplying any products or services.
- 3.2. Any delivery of products or provision of services without a valid PO will be considered as unauthorized.
- 3.3. Vendors/contractors are responsible for sending invoices of products and services to Accounts Payable upon providing the products or services. Invoices may be sent to accountspayable@rialtousd.org and the Purchase Order Number must be referenced in the subject line.
- 3.4. If there is a doubt regarding the authenticity of a PO, you may contact Purchasing Services for confirmation at (909) 873-4326 ext. 2113.

4. Non-Liability of the District

- 4.1. The District shall not be responsible or liable for any products delivered or services provided without a valid PO.
- 4.2. Vendors delivering products or providing services without an appropriate PO will do so at their own risk, and the District is not obligated to accept or pay for such products or services.
- 4.3. Any attempt to bill the District for products or services without a valid PO may result in the vendor/contractor being barred from future business dealings with the District.

Section 5: Conflict of Interest

As a potential vendor/contractor with the Rialto Unified School District (RUSD), I hereby represent and warrant that there is no financial, business, professional, personal, or other interest, including, but not limited to, the representation of other parties, that would conflict in

any manner or degree with the performance of obligations in providing goods or services to RUSD. Such conflicts include those contemplated by Government Code Section 1090, the California Political Reform Act (Government Code Section 87100 et seq.), and other California laws. RUSD Purchasing Services or the Business Services office shall be immediately notified in writing if any such conflict of interest (whether actual or potential) arises in connection with conducting any business with RUSD. If the District reasonably determines that any actual or potential conflict of interests exists with respect to the goods or services provided by the vendor/contractor, then the District, without liability to or recourse by the vendor/contractors, may terminate any agreements, purchase orders, or other financial obligations by giving written notice to vendor/contractor, and the termination shall be effective upon receipt of the notice by the vendor/contractor.

Section 6: Rialto Unified School District Employees

The District has a practice of not hiring vendors who are also District employees to prevent potential issues that could arise from these dual classifications, such as:

- 1. Conflict of Interest:** Employees who are also vendors may have competing interests that could influence their decisions, potentially compromising the integrity of our procurement process.
- 2. Bias in Decision-Making:** There is a risk that employees might favor their own services or products over others, leading to biased decision-making that is not in the best interest of the district.
- 3. Compliance Issues:** Maintaining clear boundaries between employees and vendors helps ensure compliance with district policies and relevant regulations.

Have you previously been employed by the Rialto School District? NO YES

If yes, please list the dates and the capacity of your position.

Section 7: Certifications

Under penalty of perjury, I certify that;

- There is no conflict of interest as stated in this application, and I shall immediately notify the District Purchasing Services or Business Services office in writing if a potential conflict of interest arises during the course of providing products or services.
- Products or services will not be provided without a Purchase Order or a signed contract.
- I am not currently employed by the Rialto Unified School District.

Signature: _____

Print Name: _____

Position/Title: _____

Date: _____