



# Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	AUTO/WLDT Pallet Stacker
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/11/2023	IER forms due to Division Dean
10/18/2023	Division review of IER forms (Dean & VP signature)
10/20/2023	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

## Checklist

- ☒ All IER form fields complete
- ☒ Valid quote attached to submission (must be attached before submitting form)
  - **Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
  - **IMPORTANT:** To comply with state law, purchases between \$ 30,000.00 and \$ 109,299.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
  - Purchase requests of \$ 109,300.00 or more must go out for bid\* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
  - For assistance with quotes, please contact Bill Pagano at [bpagano@clpccd.org](mailto:bpagano@clpccd.org) or (925) 485-5271.
- ☒ IER form, with quote, signed and submitted to Division Dean including:
  - Quote (required)
  - [New Vendor Application](#) (if new vendor)
  - Copy of [W9](#) (if new vendor)

**\*Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

## IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

# Instructional Equipment Definitions

## Allowable Items

**Allowable Items:** Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
  - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
  - b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology:** instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software:** software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment:** adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material:** databases, online subscriptions, books, periodicals, videos, etc.

## Non-Allowable Items

**Non-Allowable Items:** Administrative or non-instructional purposes including equipment being used for administrative or non- instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

## IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
<b>LPC Mission &amp; Planning Priorities</b> [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
<b>Educational Items: Programmatic Impact and Institutional Support</b> [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
<b>Teaching &amp; Learning</b> [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
<b>Outcomes</b> [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

# Instructional Equipment Request Form

Name of Requestor: James Weston/Brian Hagopian/Scott Miner

Division: PATH

Discipline: Automotive

This Equipment Request is: An Upgrade

## SECTION 1: Equipment Description

Describe the specific equipment requested and how it will be used to replace, upgrade, or provide new technology to LPC from what is currently in place:

### Equipment Location

Building #: 3500

Room #: 3513,3515,3519,3519a,3522 and 3522a

### Comments:

The Automotive Technology and Welding Technology programs are requesting a 3000lbs capacity Jungheinrich brand electric Pallet Stacker. Almost everything in the Automotive and Welding/Manufacturing worlds are heavy, requiring the use of specialized equipment to move/lift them safely. Our two programs are no exception with staff, students and faculty moving/lifting heavy car parts (engines, transmissions, etc.) and heavy welding pieces/equipment (materials, welding machines, etc.) on a daily basis in our beautiful new facilities in Building 3500. While the forklift we borrow from M&O is used for many of these tasks, there are a lot of storage spaces in our new building where a full sized forklift simply can not go. The requested Pallet Stacker will fit into these new storage spaces.

### If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

Safety concern- While we make do with what we have currently to get the job done this pallet stacker with its compact size, maneuverability and 3000 lbs lifting capacity will vastly increase the safety of doing these daily tasks listed above.

## SECTION 2: LPC Mission Statement and LPC Planning Priorities

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career- technical goals while promoting lifelong learning.

### LPC Planning Priorities

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

Mission Statement- This will provide better educational opportunities for our career-technical students by allowing staff and faculty to prepare student labs and equipment more safely and efficiently. In some cases students will be able to use this equipment to complete their labs or projects more efficiently and safely as well.  
Planning Priorities- Similar to above, I believe purchase of this equipment will enable staff and faculty to prepare larger more elaborate labs, allowing all of our students greater access to our equipment than before.

**SECTION 3: Educational Items | *Program Review***

**Specify the educational programs the equipment supports:**

Automotive Technology and Welding Technology (aka Advanced Manufacturing and Transportation).

**Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:**

From Section B of our most recent Program Review...  
5. Move to new building and acquire equipment to facilitate learning.  
  
Now that we are in the new building we will need to acquire equipment like this Pallet Stacker as we find ways to better utilize the space for our students.

**SECTION 4: Teaching and Learning**

**Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:**

Efficiency in preparing equipment and student labs will allow faculty more time to devote to their students elsewhere in the teaching process.

**Detail the impact the equipment has on learning:**

Students will have increased exposure to more well equipped and elaborate labs allowing them to complete their labs and projects with greater effectiveness.

**Please state the number of classes and students the equipment will impact:**

<b>Classes/Sections:</b> 38	<b>Students:</b> 350
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## SECTION 5: Student Learning Outcomes (SLOs)

### **Document how the equipment will enable you to surpass your current Student Learning Outcomes:**

Virtually all of our Welding Tech and Automotive Tech classes have a lab and all of those lab classes have an SLO that involves safety. This Pallet Stacker will allow staff, students and faculty to prepare labs more safely and efficiently and for students to carry out these labs/projects more safely.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

**Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?**

The older equipment will still be used in some cases, we have ample room in the new shops to store the old equipment.

**Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):**

This is a well built piece of industrial equipment that should last for decades with proper maintenance.

**How does the equipment provide renewal resources to the college?**

This equipment powered by a long lasting 24V battery and will allow us to better utilize our storage spaces and put less of our equipment into landfill.

**Operator**

Primary operator:	Weston, James		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	0.00		
Approx. # of hours equipment will be used per month:	12-15		
Comments:			

**Maintenance and Repairs**

Who will perform maintenance and repairs?	James Weston		
Estimated hours per month:	15 minutes		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		



## Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:	<i>James Weston</i>	10/10/2023
Division Dean:	<i>Kevin Kramer</i>	10/19/2023
Vice President:	<i>Nan Ho</i>	10/23/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/23/2023
M&O Director:	<i>John Seybert</i>	10/23/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/26/2023



# QUOTATION

4701 Oakport St.



# TOWLIFT®

## PREPARED FOR

Customer: Chabot Las Positas College District  
Address: 7600 Dublin Blvd  
Dublin, CA 94568

## REFERENCE

Effective From: Wednesday, October 4, 2023  
Effective To: Sunday, December 31, 2023  
Quote #: 713881  
Account Manager: Kevin Spence  
Direct Phone:  
E-mail: kevin.spence@towlift.com



**EJC214b - 3,000 lb. Capacity 24 Volt Electric Heavy-Duty Walkie Straddle  
Baseleg Stacker**

## HIGHLIGHTS

**Uncompromising Performance**

- AC Electric Drive Control
- 1.6 kW AC Drive Motor
- 1.0 kW AC Drive Motor (EJC B12)
- Single Piece Polymer Service Access Cover

**Designed For Maximum Run Time**

- Advanced Regenerative Braking

**Superior Operator Comfort**

- Multifunction Control Handle with:
  - Wrap-Around Hand Guard
  - Lift/Lower Variable Controls
  - Crawl Speed Button (allows travel with handle in upright position)
  - Thumb Speed Control
  - Infinitely Variable Travel Speed Control
  - Horn
- Clipboard and Storage Tray

**Increased Operator Awareness**

- LED Battery Discharge Indicator With Lift Interrupt

**Enhanced Operator Protection**

- Auto Reversing Switch
- Rollback Protection
- Stability Caster
- Clear Polycarbonate Mast Guard



**KEY FEATURES & BENEFITS**

<b>INNOVATIVE AC TECHNOLOGY</b>	Our AC technology incorporates “in-house” component design and has been perfected over the last 16 years, providing increased performance, higher energy efficiency, longer run times and lower maintenance costs.
<b>ENHANCED PERFORMANCE</b>	Due to our advanced AC technology, our products allow for extended operation times per battery charge (up to 2 work shifts).
<b>INDUSTRY LEADING ERGONOMIC DESIGN</b>	Multifunction control handle includes green throttle rocker sensors, red “Smart” Auto Reverse Button, centrally located horn button, and fork lift/lower rocker control. Rated to IP 54 rating (dust-protected, water protected)
<b>RISK REDUCTION</b>	Our exclusive “Smart” Auto Reverse Button (located at the end of the multifunction control handle) only activates when the truck is traveling towards the operator.
<b>EASIER STEERING</b>	Very low mounting point of control handle to drive unit reduces effort required to steer.

**CONFIGURATION**

<b>CHASSIS</b>	1	3,000 lb. Capacity 24 Volt Electric Heavy-Duty Walkie Straddle Baseleg Stacker
<b>MAST</b>	1	141" MFH / 89" OAL / 66" FFH Duplex . .
<b>FORKS</b>	1	Forks 3.9" X 1.6" X 41.5" (Pair Price)
<b>BATTERY PREPARATION</b>	1	24V Lead Acid Battery Prep
<b>BATTERY / CHARGER ACCESSORIES</b>	1	EasyAccess (2" Display) Key Switch
<b>PREPARATION FOR TRANSPORT</b>	1	Delivery Without Battery - Machine Prep



## EJC214b - 3,000 lb. Capacity 24 Volt Electric Heavy-Duty Walkie Straddle Baseleg Stacker

<b>CARRIAGE</b>	1	31.5" ISO Class II A Carriage
<b>DRIVE WHEELS / TIRES</b>	1	Polyurethane Drive Tire - 9.1" X 2.8" (230 mm X 70 mm)
<b>LOAD WHEELS</b>	1	Dual Articulating Polyurethane Load Wheels 3.3" x 3.3" (85mm x 85mm)
<b>LOAD BACKREST</b>	1	48" High Load Backrest Extension
<b>BASELEG OPENING (BLO)</b>	1	42" Baseleg Opening, Fixed Straddle Legs
<b>MAST GUARD</b>	1	Polycarbonate Mast Guard
<b>LANGUAGE MARKINGS</b>	1	English Language Markings North/South America
<b>FREIGHT SURCHARGE</b>	1	Additional Freight Charge

### EJC214b WARRANTY

EJC214b      Standard Warranty - 12 Months, 2000 Hours Full Coverage; 24 Months, 4000 Hours Powertrain

### EJC214b INVESTMENT SUMMARY

QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	ACCEPTED
1	JH 3,000 lb. Capacity 24 Volt Electric Heavy-Duty Walkie Straddle Baseleg Stacker	\$15,577.28	\$15,577.28	+TAX
<b>**ESTIMATED TAX - \$1,596.67**</b>		<b>**ESTIMATED DELIVERY - \$550.00**</b>		<b>**ESTIMATED GRAND TOTAL - \$17,723.95**</b>

BATTERY WEIGHT		COMPARTMENT DIMENSIONS			LEAD LENGTH	CONNECTOR			
MIN	MAX	LENGTH	WIDTH	HEIGHT		TYPE:	DIN 80A		
LB:	601	705	IN:	25.10	11.50	26.00	31.50	COLOR:	Black
KG:	273	320	MM:	638	292	660	800	POSITION:	A

### ACCEPTANCE AS CONTRACT OF SALE

**Authorized agent understands and agrees to the Terms and Conditions as included with this Quote**

**Chabot Las Positas College District**

**Towlift Oakland**

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed name

Kevin Spence  
\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title/Position

Sales Representative  
\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Customer Purchase Order Number

*Please consult with your accountant, tax professional, or equivalent to confirm characterization of equipment and tax implications. Other financing options and terms may be available (including financing sales tax). Please consult with your product specialist representative for additional financing options.*

## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>Cromer, Inc.</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>Towlift</b></p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input checked="" type="checkbox"/> <b>C Corporation</b></p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>4701 Oakport Street</b></p> <p><b>6</b> City, state, and ZIP code</p> <p><b>Oakland, CA 94601</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
8	6	-	3	3	2	0	7	0	5

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <u>2/7/2023</u>
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**General Instructions**

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Vendor Profile Application

Return Completed Form to:	Contact Person Requesting Your Services
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**PLEASE TYPE OR PRINT.**

For questions regarding this form or the application process, please contact the Purchasing Department at (925) 485-5230.

1. Vendor Name: <u>CHROMER INC</u> DBA (if any): <u>dba Towlift</u> Check payable to <u>CHOMER INC</u>
2. This information must be supplied. <b>If not</b> , the application will be returned. <b>W9 form Required.</b> Federal ID Number <u>86</u> - <u>3320705</u> or Social Security Number _____ - _____ - _____ A. Federal Tax Classification <input type="checkbox"/> Individual/Sole Proprietor (S) <input type="checkbox"/> Joint Venture (J) <input type="checkbox"/> Partnership <input type="checkbox"/> Single-Member LLC <input type="checkbox"/> Corporation (C), State where incorporated _____ B. Is it a Non-Profit Organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No , If yes provide Tax-Exempt Form C. Business Start/Incorporation Date ____/____/____
3. Addresses A. <u>Primary/Mailing</u> Street <u>4701 Oakport Street</u> City <u>Oakland</u> Zip Code <u>94601</u> Primary Contact Name <u>Kevin Spence</u> Phone ( <u>510</u> ) <u>534</u> - <u>6566</u> Ext. _____ Fax ( _____ ) _____ - _____ Email <u>kevin.spence@towlift.com</u> B. <u>Order (for Purchase Orders, if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone ( _____ ) _____ - _____ Ext. _____ Fax ( _____ ) _____ - _____ Email _____ C. <u>Remittance (for checks if different from above)</u> Street <u>PO Box 31001-3048</u> City <u>Pasadena</u> Zip Code <u>91110-3048</u> Primary Contact Name <u>Karen Hoyt</u> Phone ( <u>510</u> ) <u>534-6566</u> - _____ Ext. _____ Fax ( _____ ) _____ - _____ Email <u>khoyt@gncoinc.com</u>
4. Vendor Category <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Minority Owned <input type="checkbox"/> Small Business <input type="checkbox"/> Women Owned
5. Type of Business: Check the one which best describe your company: <input type="checkbox"/> Broker <input type="checkbox"/> Manufacturer <input type="checkbox"/> Manufacturer's Rep <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <u>Service</u> <input type="checkbox"/> Architect, Engineer, Construction <input type="checkbox"/> Professional <input type="checkbox"/> Other
6. Sales Tax Collection <input type="checkbox"/> Collects all Sales/Use Tax for Alameda County <input type="checkbox"/> Collects Selected Taxes _____ % <input type="checkbox"/> Does not collect Sales Tax California Seller or Use Tax Permit Number _____ Do you supply recycled products? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Type of commodities or services that your business provides _____ _____
8. Name of person completing the form Name <u>Michele Porozynski</u> Title <u>AR Specialist</u> Phone No. <u>216-749-6800</u> Signature _____ Date _____ Email Address: <u>michele.porozynski@gncoinc.com</u>

DO NOT COMPLETE – For CLPCCD use only <input type="checkbox"/> New <input type="checkbox"/> Updated Received by Purchasing on _____ <b>VENDOR NO.</b> _____
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