



Purchasing Department
1414 S. 51st Avenue
Phoenix, AZ 85043
(602) 477-8900 – (602) 272-8378-fax

Dr. Jaime Rivera
Superintendent
Ms. Zorina Gray
Purchasing/Payroll Specialist

Dear Vendor:

The Riverside Elementary School District is required to maintain a vendor list on file for their quotations, invitation for bids and request for proposals.

Attached is the vendor registration form and with vendor commodity codes for you to fill out and return to us. The District utilizes written quotes, Invitations for Bid (IFB), Request for Proposals (RFP) and Request for Qualifications (RFQ). The District is also a member of or utilizes contracts from the Greater Phoenix Purchasing Consortium of Schools (GPPCS), the Strategic Alliance for Volume Expenditures (SAVE), Mohave Educational Services Cooperative (MESCC), The Cooperative Purchasing Network (TCPN) and the Arizona State Procurement Office (State Contract). The District encourages all interested vendors with quality products and services to register with us. Please update the vendor application below if you would like to continue to receive notification of District released bids and/or proposals. If you have any questions, please do not hesitate to contact us, via email or phone.

If you don't see a commodity code for the service/product you provide, please provide the description on the place provided on the Vendor Registration Form.

Please Note: We are also asking for your organization to certify that it complies with the following:

1. New employment eligibility through E-Verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 44-4401 relative to the E-verify requirements and,
2. The Registered Sex Offender Restriction: Pursuant to this order, the named vendor agrees by acceptance of this order that no employee of the vendor or a sub-contractor of the vendor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be present. The vendor further agrees by acceptance of this order that violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.
3. Fingerprinting – A fingerprint check shall be made in accord with A.R.S. 41-1750 and Public Law 92-544 of all contractors, subcontractors or vendors and their employees except those who are not likely to have direct unsupervised contact with students, as determined by the School District.
4. Tutoring For Pay – Any person contracted by the state or District to provide tutoring services directly to pupils shall be required to obtain a fingerprint clearance card prior to such services being provided.

Return your completed forms – Vendor Registration Form and W-9 Form to the Purchasing Department at the address listed above, fax them to 602-272-8378 or e-mail to Zorina Gray at zgray@riverside.k12.az.us.

Thank you and we look forward to your response.

Zorina Gray
Purchasing/Payroll Specialist
zgray@riverside.k12.az.us



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VENDOR REGISTRATION FORM

Company Name: _____ Tax ID #/Social Security No. _____
Mailing Address: _____
Street or P.O. Box _____ City _____ State _____ Zip Code _____
Remittance Address: _____
Street or P.O. Box _____ City _____ State _____ Zip Code _____
Business Phone: _____ / _____ Fax: _____ / _____
Contact Person(s): _____ Title: _____
Email Address Where Bids Can Be Received: _____
Website Address: _____

We would like to be able to email the vendor copy of purchase orders to you.

What email address should we use to place an order? _____

Regulations require that we have a copy of your W9 on file. Please attach a copy of your W9 form.

Using the commodity list, please indicate the commodity number of the item(s) you wish to furnish the District. When the District releases a Bid and/or Proposal for the commodities you indicate, a notification will be sent to the company. ***If you don't see a commodity code for the service/product you provide, please provide the description below in lieu of a commodity number.***

I certify that:

1. I am duly authorized to certify the information requested herein;
2. To the best of my knowledge, the elements of information provided herein are accurate and true as of this date;
3. My organization shall comply with all State and Federal equal opportunity and non-discrimination requirements and conditions of employment in accordance with Federal Executive Order 11246, State Executive Order 75.5 or A.R.S.41-1461 through 1465;
4. I understand that it's our responsibility to advise the Purchasing Department in writing of any changes of information (i.e. addresses, contacts, phone/FAX numbers, classification codes, etc.) on this form;
5. My organization shall not provide any product or service without first having in our possession an authorized purchase order from the District. I understand that payment for any product or service provided without an authorized purchase order is NOT the responsibility of the District and that I will be required to obtain payment from the individual requestor;
6. My organization shall provide the purchase order number on all invoices submitted to the District. I understand that invoices received without this information will not be paid;
7. All District invoices shall be submitted directly to the District Accounts Payable Department and not to the requesting school or department.
8. Filing of Vendor Registration Application supplies information only and does not constitute an assumed obligation by Riverside School District No. 2 to guarantee contractual awards or agreements to my organization.
9. I comply with the new employment eligibility through E-Verify program in compliance with A.R.S. 23-214 subsection A. Each contract shall contain the warranties required by A.R.S. 44-4401 relative to the E-verify requirements and,
10. The Registered Sex Offender Restriction: Pursuant to this order, the named vendor agrees by acceptance of this order that no employee of the vendor or a sub-contractor of the vendor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be present. The vendor further agrees by acceptance of this order that violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.
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Individual's Signature

Individual's Typed or Printed Name Title/Position

Date



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050 Abatement Services	2200 Equipment Rental	4800 Material Handling Supplies & Equipment
100 Alarm Systems - Fire & Burglary	2300 Fencing, Installation, Supplies, Equip. & Rentals	4900 Miscellaneous And Incidentals
103 Alarm Systems – Access Control, CCTV	2400 Field Lighting Repair, Supplies & Equipment	5000 Motor Coach, Charter Bus & Taxi Cabs Svs,
105 Alarm Systems Repair	2500 Financing/Lease Purchasing	5100 Moving & Storage Services
200 Appliances – Large/Small Household	2570 Flags, Banners, Posters & Accessories	5200 Music, Sheet
205 Appliances - Repair	2600 Fuel, Gasoline & Diesel	5205 Musical Instruments
300 Architectural/Engineering Services	2605 Fuel Tank Removal	5210 Musical Instruments Repair
400 Art Supplies and Equipment	2700 Flooring - Tile, Wood & Carpet	5300 Newspaper Advertising
450 Artists, All Types	2750 Fundraising	5400 Nursing Equipment & Supplies
500 Athletic Officials	2800 Furniture - Auditorium & Lecture	5410 Nursing Services
505 Athletic Bleachers/Grandstands	2805 Furniture - Classroom	5500 Office Equipment & Machines
510 Athletic Scoreboards	2815 Furniture - Library/Media	5510 Office Supplies
520 Athletic Supplies and Equipment	2820 Furniture - Music & Band	5600 Paper - Bond (Copier), White, Color
530 Athletic Tracks and Track Resurfacing	2825 Furniture - Office	5605 Paper - Envelopes, Letterhead
540 Athletic Team Sports Uniforms	2830 Furniture - Outdoor	5700 Paving & Parking Lot Repair
550 Athletic Training and Medical Supplies	2835 Furniture - Science Lab	5800 Photography – Equipment & Supplies
560 Athletic Weight Lifting Equipment	2840 Furniture – Restoration/Repair – All Types	5810 Photography Services
570 Athletic Wrestling Mats and Repair	2870 Game Room Equip/Repair/Services	5830 Playground Equipment/Repairs/Services
600 Auditing Services	2900 Government Entity Dues/Fees	5900 Portable Buildings
700 AV Supplies & Equipment	3000 Grading/Excavations	6000 Postage/Mailing Services
800 Banking Services	3100 Grounds & Maintenance Equipment	6100 Prevention Services/Supplies
850 Billboard Advertising	3200 Hazardous Material Response	6200 Printing Services
900 Bond Counsel	3300 ID Card System And Supplies	6205 Printing/Imprint Merchandise
910 Bond Services	3400 Instructional Supplies	6300 Professional Organizations Membership
1000 Food Service - Bread and Buns	3500 Insurance - Dental	6400 Public Sales (Notification Required)
1010 Food Service – Equipment/Repair	3510 Insurance - HMO's & Major Medical	6500 Radios - 2-Way Mobile
1015 Food Service - Food & Paper Products	3515 Insurance - Long Term Disability	6600 Recruitment Services
1020 Food Service - Milk and Dairy Products	3520 Insurance - Risk Management/General Liability	6700 Restaurants - Fast Food
1023 Food Service – Paper Products/Supplies	3525 Insurance - Vision	6800 Safety Supplies & Equipment
1025 Food Service – Snack Bar & Cake Items	3530 Insurance - Workman's Compensation	6900 Science Supplies & Equipment
1070 Cabling, All Types	3600 Intercom Systems	7000 Security Services
1100 Camps, Museums, Parks, Theaters, Zoo	3700 Janitorial/Custodial - Supplies & Equipment	7100 Signs, Building, Inside/Outside
1200 Cash Registers	3800 Landscaping, Lawn Services, Tree Trimming	7200 Special Ed - Occupational Therapist Service
1300 Computer Hardware	3850 Lawn Sprinkler - Install & Maintenance	7215 Special Ed – Physical Therapist
1305 Computer Maintenance Service	3900 Legal Services	7220 Special Ed – Speech Therapy Services
1310 Computer Program Services	4000 Library Book Automation and Detection System	7225 Special Ed – Special/Private Day Sch Services
1315 Computer Software	4010 Library Books	7230 Special Ed – Supplies/Equipment
1320 Computer Supplies	4015 Library Equipment/Supplies	7300 Storage Services
1325 Computer Training Services	4100 Life Skills Supplies & Equipment	7400 Subscriptions, Magazine, Other
1400 Construction – APDM	4200 Lighting Supplies & Equipment	7500 Telephone Communication Install & Service
1410 Construction – Electrical Contractor	4250 Lighting, Stage	7510 Telephone, Cellular, Equipment
1420 Construction - General Contractor	4300 Lockers - Student & Athletic	7520 Telephone, Cellular Service
1430 Construction – Mechanical Contractor	4320 Locks, Bolt, Padlocks	7600 Temporary Labor Services
1440 Construction – Painting Contractor	4400 Lodging/Hotels, Motels	7650 Testing Services & Materials
1450 Construction – Pool, Resurfacing	4500 Maintenance – Ceiling Tiles & Installation	7700 Textbooks, New And Used
1460 Construction – Plumbing Contractor	4505 Maintenance - Concrete, Ready Mix, Installations	7770 Training – All Types
1470 Construction – Roofing & Re-roofing	4510 Maintenance – Doors, Installation, Supplies, Equip.	7800 Travel Service
1500 Consultant Services (specify)	4515 Maintenance – Electrical Service and Repair	7900 Uniforms, Staff
1505 Consultant, Employee Services	4520 Maintenance – Electrical Supplies and Equipment	7910 Uniforms, Band
1508 Consultant, Executive Search	4525 Maintenance – Filters, AC	8000 Utilities
1510 Consultant, Financial Services	4528 Maintenance – Glass – New, Repair, Install	8100 Vehicles - Buses
1515 Consultant, Insurance Services	4530 Maintenance – HVAC-Parts, Services & Equipment	8105 Vehicles – Buses Video Cameras
1600 Contracted Educational Services	4535 Maintenance – Irrigation Supplies & Equipment	8110 Vehicles - Cars, Trucks, Vans
1700 Copiers	4538 Maintenance - Heavy Equip., Const. & Industrial	8120 Vehicles - Golf & Utility Carts
1710 Copier Maintenance & Supplies	4540 Maintenance – Lamps & Bulbs - Florescent	8130 Vehicle Parts & Supplies
1800 Curriculum/Instructional Aids Y Supplies	4545 Maintenance – Lumber & Building Supplies	8140 Vehicle Repair
1900 Curtains - Blackout & Stage Rigging	4547 Maintenance – Misc.	8145 Vehicle Tires, All Types, New/Repair/Retreads
1910 Curtains, Mini Blinds & Shutters	4550 Maintenance – Paint and Lacquer Thinner	8200 Waste Disposal
2000 Diplomas, Caps, Gowns, Class rings	4560 Maintenance - Sheet Metal Fabrication/Ductwork	8250 Water Treatment Equip., Supplies, Services
2050 Document/Records Destruction	4565 Maintenance – Sign – Interior/Exterior	8275 Web Hosting Services
2100 Energy Management	4600 Maps, Charts, Globes	8300 Workshops
	4700 Marker & Tack Boards, White Boards	8400 Yearbooks