

Grippin, Jackie

From: Askar, Majd
Sent: Tuesday, December 04, 2012 3:54 PM
To: Williams, Orin; Baker, John; Doering, Bart; Belcher, Calvin; Adams, Dale; Zwart, Scott; Barajas, Dale; Monsanto, Steve; Thurman, Laurens; Godin, Norm; Wyckoff, Charles; Bobbitt, David
Cc: Gerke, Cathy; Accomando, Janna; Wright, Linda; Grippin, Jackie; Elwood, Melissa; Griffith, Melissa; Arispe, Rachelle
Subject: NEW Automated Vendor Application Forms
Attachments: ContractorRegistration_responses.pdf.pdf

Good afternoon,

The Purchasing Department has launched an automated vendor application form for commodity, contractor and professional services. This automated form will allow vendors interested in doing business with RCCD to submit on-line vendor applications. The new database is automated—it pulls the information directly from the registration forms.

Potential New Vendors: Suppliers who would like to become new vendors will need to complete and submit an on-line application which may be obtained by visiting the District's Administration and Finance website at <http://www.rccd.edu/administration/adminfinance/Pages/NIB.aspx> or by contacting the Riverside Community College District Purchasing Department at (951) 222-8444.

Existing Vendors: Emails to existing vendors have been sent with instructions on re-registering, so that their company information can be include in the *new* database.

Please Note - Licensed contractors interested in being placed on the District's 2013 California Uniform Construction Cost Accounting (CUPCCA) Program - Informal Bidding Contractors List, must complete the District's "Contractor Registration" form.

I've attached a *sample* of what the contractor database will look like. You may contact the Purchasing Department for specific classification listings. We will filter the database accordingly and send you the requested list.

This new online registration will ensure greater accuracy, including value-added services such as the automated delivery receipt notification.

Please contact me if you have any questions, thanks!

Majd S. Askar, Manager
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