

INSTRUCTIONS

Persons or concerns wishing to be added to the Saddleback Valley Unified School District bidder's mailing list for supplies or services shall file this properly completed Bidders Mailing List Application, together with such other lists as may be attached, with the Purchasing Department of the Saddleback Valley Unified School District. The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list, your failure to respond (submission of bid, or notice in writing that you are unable to bid but wish to remain on the active bidder's mailing list for that particular item) for three (3) successive solicitations will be understood to indicate a lack of interest and concurrence in the removal of your name from the solicitation mailing list for the items concerned.

DEFINITIONS

REGULAR DEALER – means a person (or concern) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in the attached commodity list are bought, kept in stock, and sold to the public in the usual course of business.

MANUFACTURER OR PRODUCER – means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed in the commodity list.

SERVICE ESTABLISHMENT – means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of non-personal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as part of the services performed.

SMALL BUSINESS CONCERN – A small business concern is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

MINORITY-OWNED BUSINESS – an independent and continuing business for profit, which performs a commercially useful function, and which is at least fifty-one (51) percent owned and controlled by one or more minority person(s). ("Minority" defined as: Black Americans, Hispanic Americans, Native Americans, including American Indians, Eskimos, Aleutians and Native Hawaiians, and Asian-Pacific Americans, including persons whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia and Taiwan.)

WOMEN-OWNED BUSINESS – means a business that is at least fifty-one (51) percent owned by a woman or women who are U.S. citizens and who also control and operate a business.

DISABLED VETERAN BUSINESS ENTERPRISE – means a business concern certified as a DVBE by the Office of Small and Minority Business.

DIS-ADVANTAGED BUSINESS CONCERN – means any business concern (1) which is at least fifty-one (51) percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least fifty-one (51) percent of the stock of which is owned by one or more socially and economically disadvantage individuals; and (2) whose management and daily business operations are controlled by one or more of such individuals.