



Purchasing Department

309 South K Street, Building G, Oxnard CA 93030
Fax (805) 483-5990

“District of Scholars, Achievers, and Champions.”

NEW VENDOR APPLICATION FORM

COMPANY NAME: _____

PRODUCT/SERVICES: _____

CONTACT INFORMATION

Name: _____ Email: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Website Address: _____

OUHSD Process for accepting new vendors:

Please submit your information to the Purchasing Department at OUHSD by fax, email or mail.

Deanna Rantz, Purchasing Director (805) 385-2519 Deanna.Rantz@ouhsd.k12.ca.us

Marlene Gesser, Purchasing Clerk (805) 385-2520 Marlene.Gesser@ouhsd.k12.ca.us

Pam Hardi, Purchasing Clerk (805) 385-2549 Pam.Hardi@ouhsd.k12.ca.us

After we receive your information, it is put into our vendor file and you will be contacted should there be a Request for Quote (RFQ) that pertains to your product/services.

OUHSD goes out to bid on standard items (office supplies, custodial supplies, health supplies, lighting, athletic supplies/services, toner/ink, audio-visual equipment and accessories) near the beginning of the new fiscal year (July 1st). *OUHSD reserves the right to reject any and all proposals and to waive any irregularities therein.*

Once vendor is chosen:

- 1) Vendor is notified of winning bid;
- 2) Vendor accepts OUHSD Terms and Conditions (see “OUHSD Terms & Conditions” posting on website);
- 3) An Open PO is issued for the entire fiscal year OR individual PO’s are issued throughout the fiscal year;
- 4) OUHSD requests Net 30 terms on all billing
- 5) Any price changes/increases must be approved by the Purchasing Department prior to any order delivery or service performed;
- 6) Products are shipping to the OUHSD Warehouse unless otherwise specified.

*Note: If you are a **CONTRACTOR** that is interested in doing business with the District, you are required to fill out the OUHSD Uniform Public Construction Cost Accounting Contractor Pre-Qualification Form by the dates listed on that form. This form can be found at http://www.ouhsd.k12.ca.us/business_services/maintenance_operations/ or http://www.ouhsd.k12.ca.us/business_services/purchasing/. Once forms are received, a finalized list is kept on file to be used throughout that fiscal year per Board Policy 3311.*