

# REQUEST FOR QUOTATION #89-0164

# WINDOW WASHING 100 & 200 MCALLISTER

# DUE DATE: FRIDAY, NOVEMBER 16<sup>th</sup> 2018 COB

Submit responses to: <a href="mailto:purchasing@uchastings.edu">purchasing@uchastings.edu</a>

#### Scope of Work:

UC Hastings College of the Law (UCH) seeks competitive quotations for window washing services to be provided at 100 McAllister Building (the Tower) and 200 McAllister (Mary Kay Kane Hall).

Contractor to provide labor and materials as required to perform window washing services as described below and as shown specifically in the Job Walk. Contractor shall be appropriately (CSLB & DIR) licensed to perform high-rise window washing.

- 100 McAllister All accessible exterior windows
- 200 McAllister All accessible exterior windows, lobby & lobby interior, 2<sup>nd</sup> and 3<sup>rd</sup> floor windows under overhangs

Contractor to meet UCH insurance requirements & UCH to be named additional insured.

Please Note:

- Neither building has an accessible loading dock.
- OPOS for 100 McAllister is attached
- OPOS for 200 McAllister will be available prior to the work, however current drawings, including elevations and window sizes for 200 are attached

#### Vendor Requirements:

- Al work to comply with corresponding building's OPOS, in addition to applicable Cal-OSHA and mandated guidelines
- Current and active CSLB license (appropriate classification for the work) for Vendor and any subcontractor('s)
- Prevailing Wage is applicable.
- Protect the existing environment during the work

#### Attachments:

| OPOS – 100 McAllister                       |
|---|
| OPOS – 200 McAllister (to be provided prior |
| to work)                                    |
| Drawings – 200 McAllister                   |
| Sample Agreement                            |
| Drug-Free Workplace Certification           |
| New Vendor Form                             |

# **Quote Form**

## NOTE:

- Quote is for Window Washing services only. No repairs or additional services to be included in the base quote or resulting contract.
- Option for 2 year extension may be exercised upon mutual agreement and signed extension.

# Quote 100 McAllister:

| Spring 2019 Window Washing: | \$<br> |
|-----------------------------|--------|
| Fall 2019 Window Washing:   | \$<br> |

# Quote 200 McAllister:

\*Late November/Early December 2018 Window Washing:

|                             | \$ |
|-----------------------------|----|
| Spring 2019 Window Washing: | \$ |
| Fall 2019 Window Washing:   | \$ |
|                             |    |

TOTAL QUOTE (100 & 200 McAllister): \$\_\_\_\_\_

\* UCH is requiring an IMMEDIATE washing of the 200 Building upon Contract Award, to be scheduled and performed late November or Early December.

#### UC Hastings terms and conditions:

Terms: Net 30, upon completion and acceptance of work.

Quick pay discount using credit card. Discount offered for early pay: \_\_\_\_\_%, Net 15 after completion and acceptance Other:

Proof of Insurance required of supplier awarded the job, must meet UCH insurance requirements.

Shipping: FOB Destination, Freight Prepaid

Deliver to: 200 McAllister Street, SF CA 94102

X\_\_\_\_\_ Signature of bidder UC Hastings Terms and Conditions attached and agreed to by signing

Company Name

| RFQ Event Schedule                           |                    |  |
|--|--------------------|--|
| Event  | Date               |  |
| RFQ #89-0164 Documents Posted                | 10/31/2018         |  |
| Job Walk – Meet at 200 McAllister Purchasing | 11/5/2018 11:00am  |  |
| Questions Due                                | 11/7/2018 COB      |  |
| Questions must be in writing and sent to     |                    |  |
| purchasing@uchastings.edu                    |                    |  |
| Answers provided by UC Hastings              | 11/9/2018 COB      |  |
| Answers will be posted on the UCH Bids/RFPs  |                    |  |
| web page:                                    |                    |  |
| Response Due Date/Time:                      | 11/16/2018 COB     |  |
| Vendor responses due by close of business.   |                    |  |
| Submission via email to                      |                    |  |
| purchasing@uchastings.edu                    |                    |  |
| Notice of Award                              | Week of 11/19/2018 |  |

# SWING SCAFFOLD SERVICES, INC.

183A Beacon Street South San Francisco, CA 94080 Telephone 650.588.1787 Facsimile 650.588.9098

September 20, 1999

# <u>100 McAllister Street, San Francisco, CA</u> <u>Operating Procedures Outline Sheet (OPOS)</u> <u>For Window Cleaning</u>

This document is meant to establish the safe use of the equipment on site at the above referenced address dedicated to window cleaning and exterior building maintenance. All personnel are to comply with these procedures as well as any relevant orders in the Cal-OSHA mandated guidelines. Misuse of the equipment or conduct, which violates state or federal regulations, releases all liability from the building and/or manufacturer.

Emergency procedures and communication will be addressed in this paragraph. All employees using exterior maintenance equipment will be provided with a hand held radio in direct contact with the engineering staff and building management office. In situations where the equipment becomes non-functional, the operator is to contact the building engineer immediately to relay the problem and the engineer is to assess the degree of danger present. If the engineer is unable to resolve the issue in a safe manner without putting anyone at risk, then he/she is to contact Swing Scaffold Services Inc. at (650) 588-1787.

The attached Roof Plan drawings have outlined drop locations D1 through D87 as well as anchor locations F1 through F23 and W1 through W19. The fall protection anchors provided by Swing Scaffold Service, Inc. have a maximum load rating of 5400 pounds. A licensed SIT company must inspect and authorize the anchors prior to each use to release liability from the building. All scheduled and unscheduled maintenance shall be performed with rental equipment brought to the site by the contractor. The contractor shall provide building management with paperwork certifying that their motors and platform decks have been inspected and are safe to use. The anchors provided by Swing Scaffold Services, Inc. can be used for equipment tie back, with the exclusion that the maximum force to be applied to the anchor in the event of an equipment failure is less than 5400 pounds.

The following paragraph is dedicated to addressing the procedures for utilizing the method of Controlled Descent Apparatus (CDA). The areas which, this method is to be utilized is called out on the drop outline sheet. Suspension equipment consists of the following items: approved anchor, independent safety line with D-Ring attachment, and CDA system which consists of D-Rings, 2 nylon lines, descent device and seat board. The rigging procedure for window cleaning is as follows:

- A. Worker approaches anchor and attaches D-Rings to **anchor hole** and nylon lines.
- B. Worker attaches secondary safety line to **anchor shackle** with separate D-Ring and personal safety harness approved by Cal-OSHA with a shockabsorbing lanyard and double action clips.
- C. Attach a chafe guard to the parapet wall and any other obstructions to prevent damage to the structure as well as the nylon lines

D. Worker carefully proceeds over the wall using the descent device. Note that the use of knots of any kind in the safety line or genie line is strictly prohibited. Any and all rules and regulations set forth by the manufacturer of the CDA device governing the load rating, operation, and maintenance must be followed strictly. The liability of all equipment including the CDA device, which the contractor provides, rests solely with the contractor.

The following paragraph is dedicated to addressing the procedures for utilizing the method of parapet hooks tied back to approved anchorage. The areas which, this method is to be utilized is called out on the drop outline sheet. Suspension equipment consists of the following six (6) items: approved anchor, wire rope tie-back line, safety line, parapet hook, suspension line, and motorized work cage.

The rigging procedure for window cleaning is as follows:

- A. Worker approaches anchor and attaches wire rope tie-back line to **anchor hole** and parapet hook with standard safety shackles.
- B. Worker attaches safety line to anchor shackle with D-Ring.
- C. Worker attaches suspension line to parapet hook with standard safety shackle.
- D. Worker approaches wall and attaches parapet hook to wall.
- E. Worker manually lowers suspension rope and safety line to ground level. \*This process shall be motorized in the future.
- F. Worker feeds suspension rope into motorized work cage at ground level.
- G. Worker attaches to safety line with personal safety harness approved by Cal-OSHA with a shock-absorbing lanyard and double action clips.
- H. Worker carefully proceeds up the wall.

The following paragraph is dedicated to addressing the procedures for utilizing the method of outrigger beams tied down to approved anchorage. The areas which, this method is to be utilized is called out on the drop outline sheet. Suspension equipment consists of the following seven (7) items: approved anchor, wire rope tie-down line, safety line, outrigger beam, outrigger stanchion, suspension line, and motorized work cage.

The rigging procedure for window cleaning is as follows:

- A. Worker approaches anchor and attaches wire rope tie-down line to **anchor hole** and tail end of outrigger beam with standard safety shackles.
- B. Worker attaches safety line to **anchor shackle** with D-Ring.
- C. Worker feeds outrigger beam through stanchion mast head.
- D. Worker approaches wall and attaches suspension line to rigging end of beam with standard safety shackle.
- E. Worker manually lowers suspension rope and safety line to ground level.
- F. Worker feeds suspension rope into motorized work cage at ground level.
- G. Worker attaches to safety line with personal safety harness approved by Cal-OSHA with a shock-absorbing lanyard and double action clips.
- H. Worker carefully proceeds up the wall.

Endorsed by,

Paul Hernandez Swing Scaffold Services, Inc.

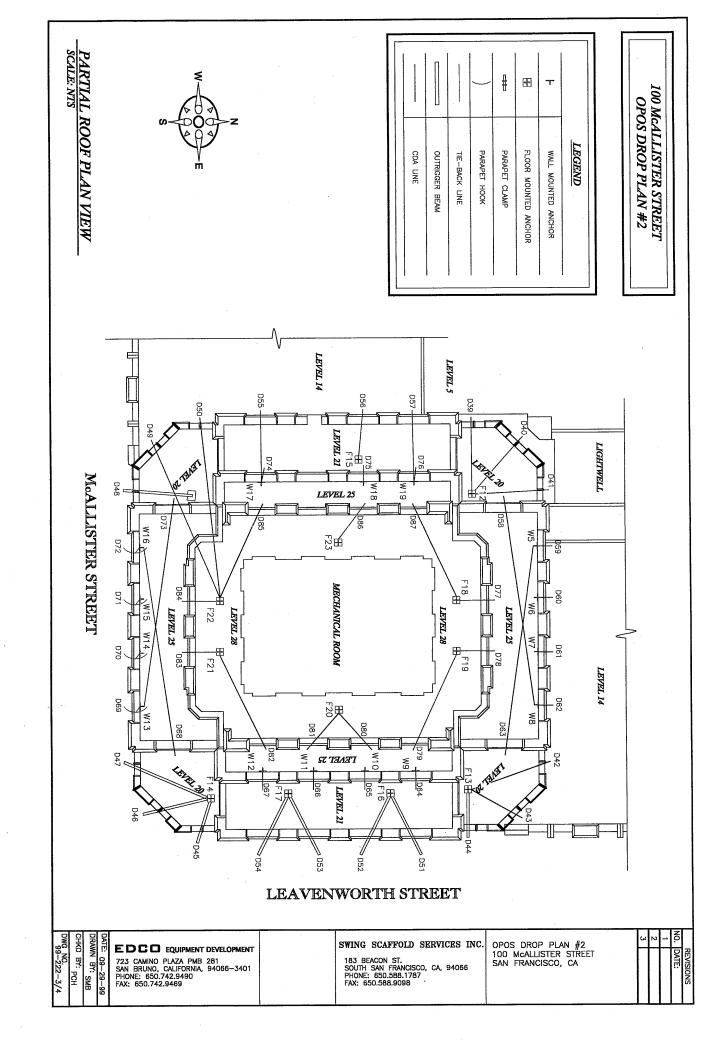
Sean Branecki EDCO Equipment Development Co.

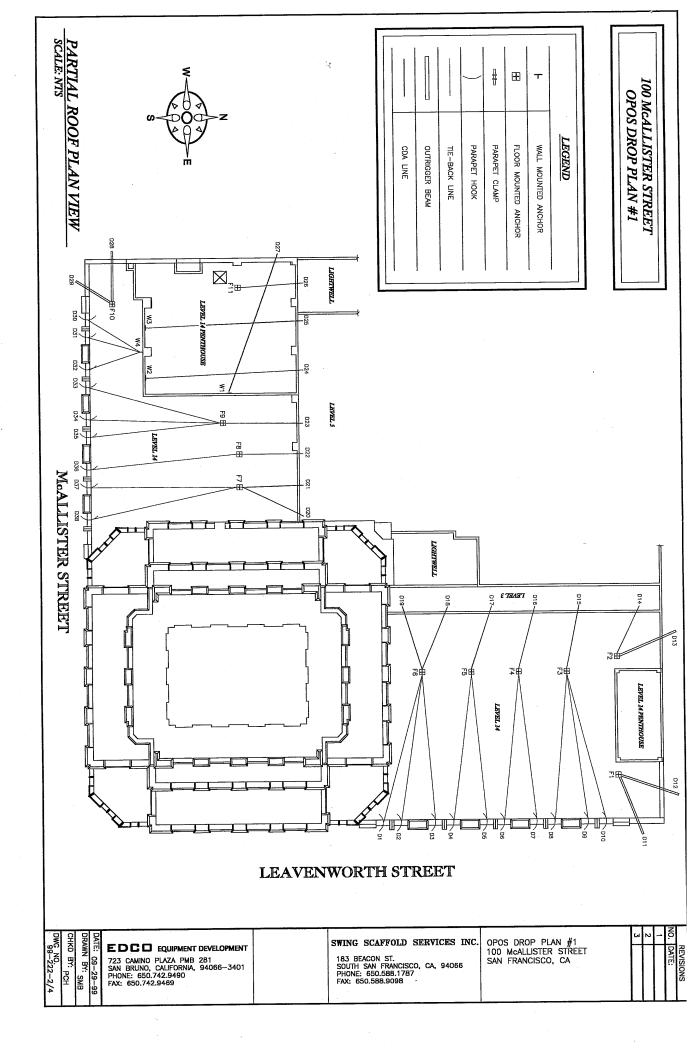
#### 100 McALLISTER STREET OPOS DROP OUTLINE

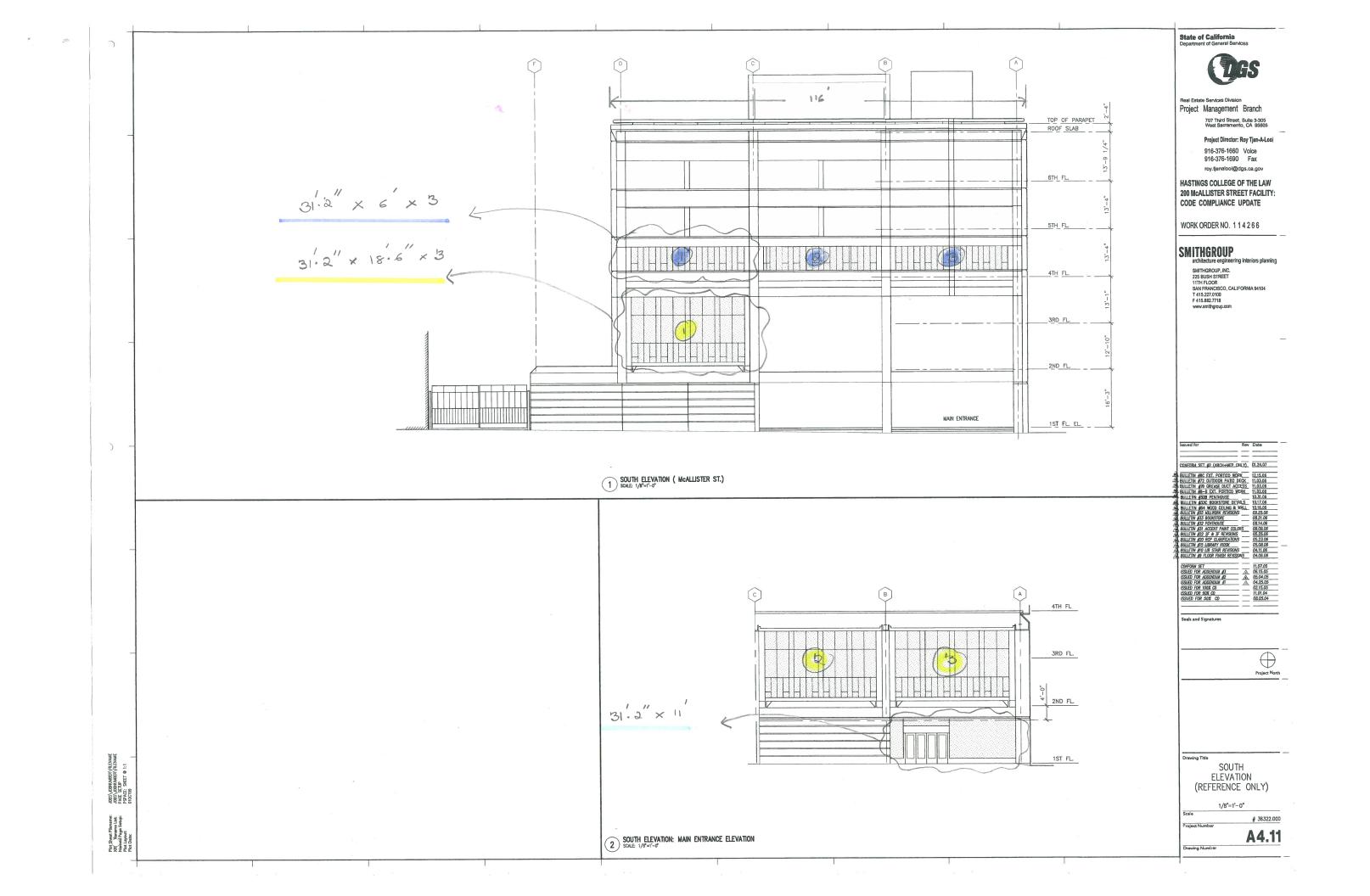
| DROP NO.             | ACHIEVED WITH                          | ANCHOR NO. |
|----------------------|--|------------|
| 1,2,3                |  | F6         |
| 4,5                  | PARAPET HOOKS TIED BACK                | F5         |
| 6,7                  | · · · · · · · · · · · · · · · · · · ·  | F4         |
| 8,9,10               |  | · F3       |
| 11,12                | OUTRIGGER BEAMS TIED BACK              | F1         |
| 13                   |  | F2         |
| 14                   |  | F2         |
| 15                   |  | F3         |
| 16                   |  | F4         |
| 17                   |  | F5         |
| 18,19                |  | <u>F6</u>  |
| 20,21                |  | F7         |
| 22                   | CONTROLLED DESCENT APPARATUS           | F8         |
| 23                   | ·                                      | F9         |
| 24                   | ·                                      | W2         |
| 25                   |  | W3         |
| 26                   | ······································ | F11        |
| 27                   | ·                                      | W1         |
| <u>28</u><br>29      |  | F10        |
|                      |  | F10        |
| 30,31,32<br>33,34,35 |  | W4         |
| <u> </u>             | PARAPET HOOKS TIED BACK                | F9<br>F8   |
|                      | ·                                      | F8<br>F7   |
| 37,38<br>39,40,41    |  | F7<br>F12  |
| 42,43                | CONTROLLED DESCENT APPARATUS           | F12        |
| 42,43                |  | F13        |
| 45,46,47             | OUTRIGGER BEAMS TIED BACK              | F13<br>F14 |
| 48                   | OUTRIGGER BEAMS HED BACK               | WEIGHTS    |
| 49,50                | CONTROLLED DESCENT APPARATUS           | F22        |
| 51,52                |  | F16        |
| 53,54                | OUTRIGGER BEAMS TIED BACK              | F17        |
| 55                   |  | W17        |
| 56                   |  | F15        |
| 57                   | · · · · · · · · · · · · · · · · · · ·  | W19        |
| 58                   |  | W8         |
| 59                   |  | W5         |
| 60                   |  | W6         |
| 61                   | CONTROLLED DESCENT APPARATUS           | W7         |
| 62                   |  | W8         |
| 63                   |  | W5         |
| 64                   |  | W9         |
| 65                   |  | W10        |
| 66                   |  | W11        |
| 67                   |  | W12        |
| 68                   |  | W16        |
| 69                   |  | W13        |
| 70                   | PARAPET HOOKS TIED BACK                | W14        |
| 71                   | FANAFEI HUUKS HEU DAUK                 | W15        |
| . 72                 |  | W16        |
| 73                   |  | W13        |
| 74                   |  | W17        |
| 75                   |  | W18        |
| 76                   |  | W19        |
| 77                   |  | F18        |
| 78,79                | CONTROLLED DESCENT APPARATUS           | F19        |
| 80,81                |  | F20        |
| 82,83                |  | F21        |
| 84,85                |  | F22        |
|                      |  | F23        |
| <u>86</u><br>87      |  | F18        |

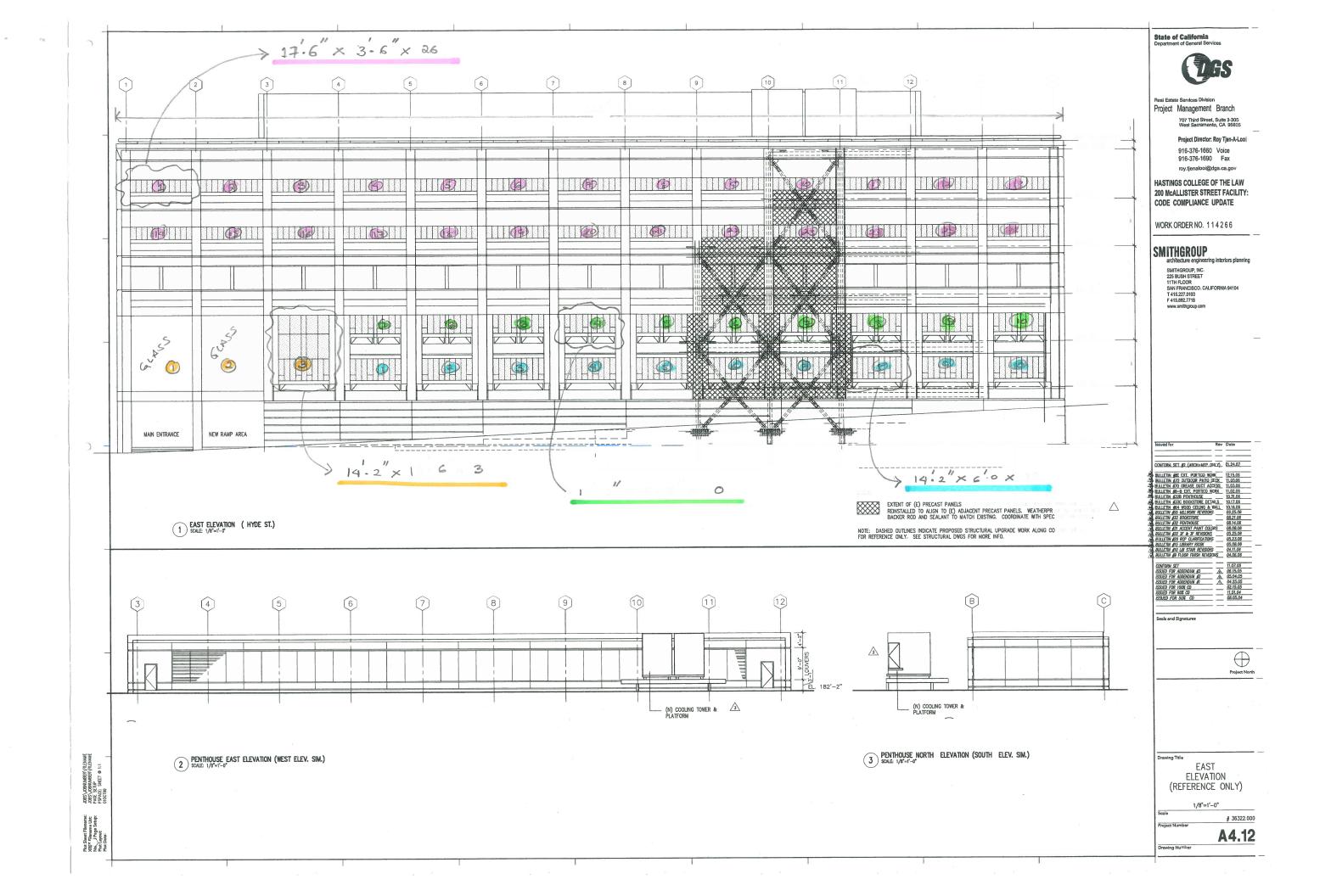
DATE: 09-20-99 DRAWN BY: SMB ENGR BY: N/A DWG NO. 99-222-4/4

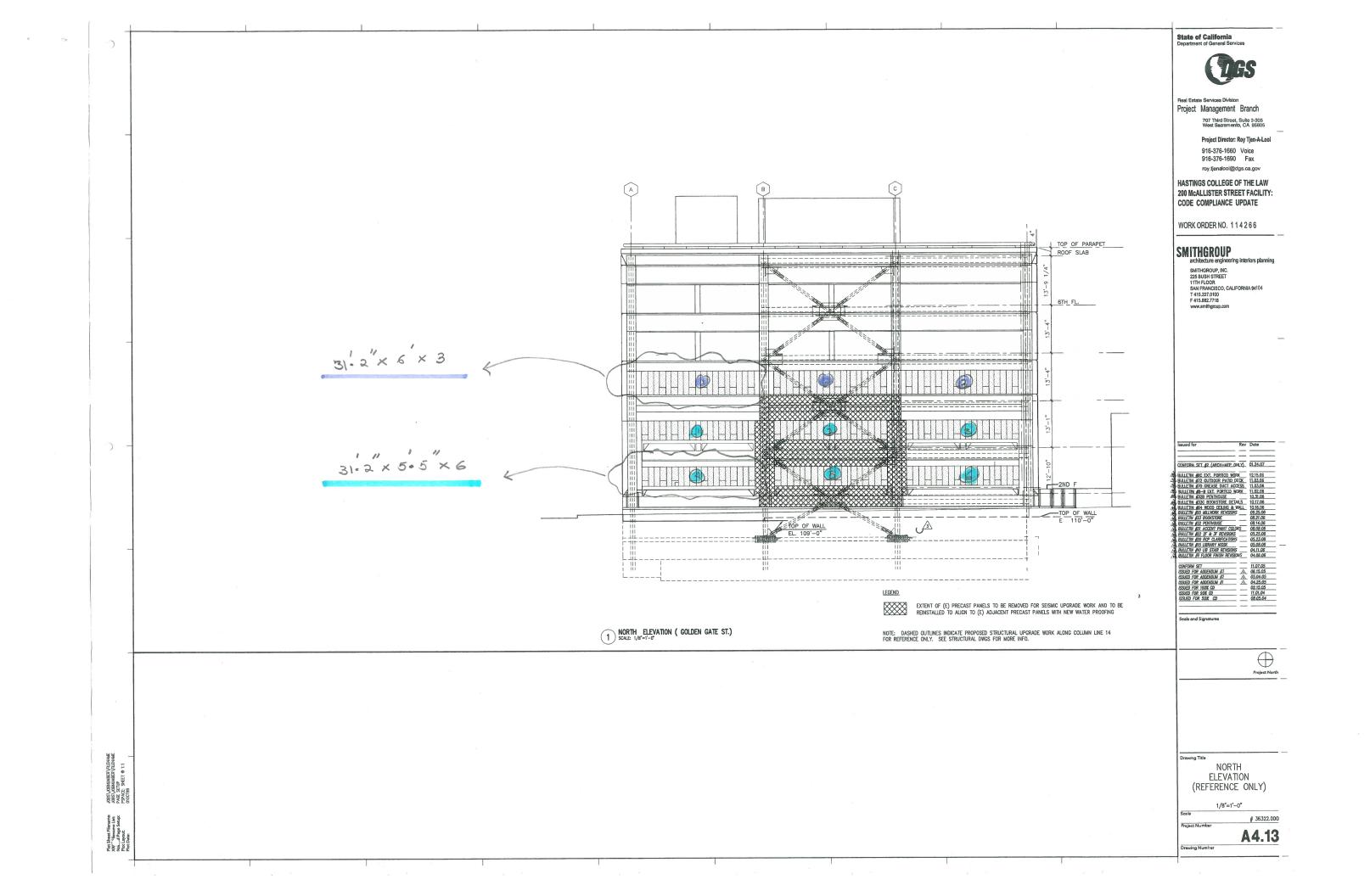


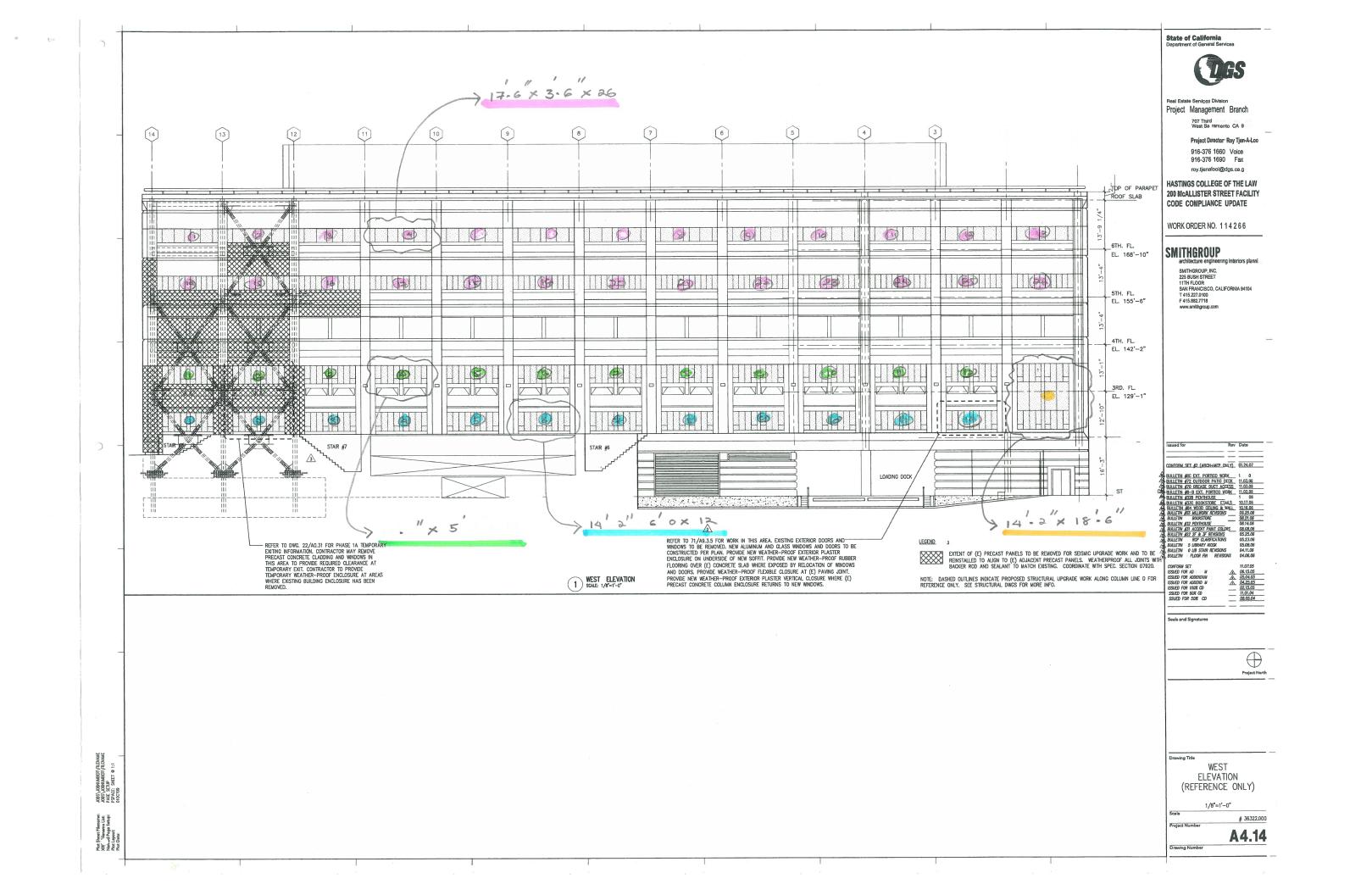


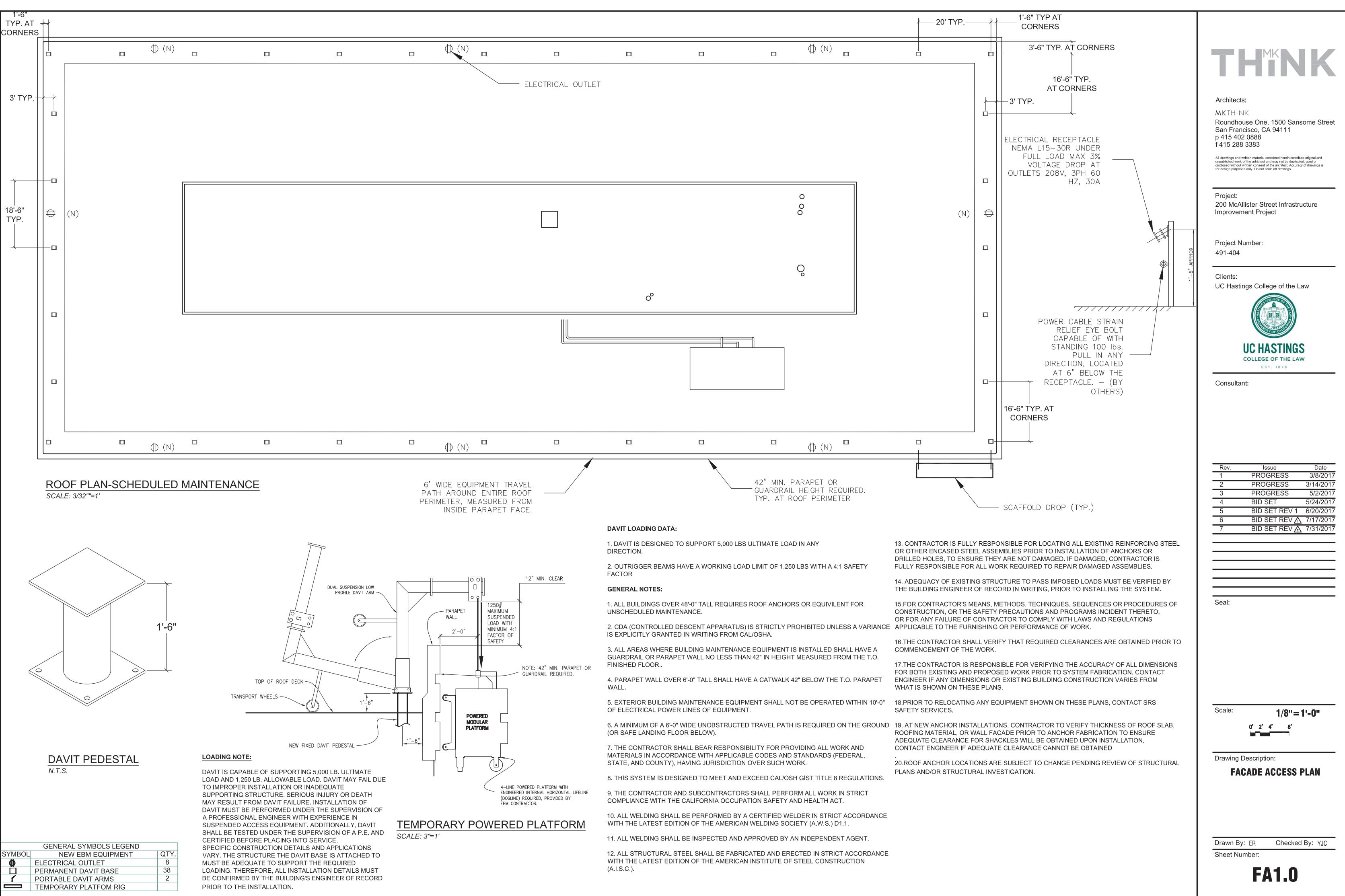












# SAMPLE AGREEMENT

#### BY AND BETWEEN UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW AND

This Agreement is entered into by and between the University of California, Hastings College of the Law ("Hastings"), and \_\_("Contractor"), whose address \_\_\_\_.

## I.SCOPE OF SERVICE RENDERED

All work to be performed in compliance with applicable Federal, State, and local laws and regulations.

#### **II.TERM OF AGREEMENT**

The term of this Agreement shall be from \_\_\_\_\_.

**III. COMPENSATION** 

#### IV. PAYMENT

Hastings will pay Contractor following completion of the described work upon submission of an invoice detailing the work completed under this agreement:

David Seward University of California Hastings College of the Law 200 McAllister Street San Francisco, CA 94102

Payment Terms: Net 30.

# V. ADDITIONAL SERVICES / OTHER AMENDMENTS

In its sole and absolute discretion, Hastings may order additional services outside the scope of Work. Contractor shall not make any change in the Work or be entitled to any adjustment of Contract Term or Compensation, except as provided by Hastings by means of a written amendment to this Agreement.

Any and all amendments are to be in writing, and negotiated by both parties.

## VI. TERMINATION CLAUSE

In the event Contractor fails to carry out or comply with any of the terms and conditions of this Agreement, Hastings reserves the right to demand correction of any breach or default within ten (10) calendar days of notice to Contractor. In the event Contractor fails to correct the failure or default within the specified period, Hastings may terminate the Agreement without additional notice. Failure to terminate this Agreement is not to be deemed a waiver of the breach or default.

Either Hastings or Contractor may terminate this agreement without cause with a 30-day written notice.

## VII. EXAMINATION OF RECORDS

Hastings and auditors of the State of California shall have access to and the right to examine and audit any books, documents and papers and/or records of Contractor involving transactions related to this Agreement for a period of three (3) years following its termination. These documents must contain adequate justification of the charges made to Hastings.

## VIII. COORDINATION

Contractor, in performing services described herein, will coordinate and report to:

U.C. Hastings College of the Law 200 McAllister Street San Francisco, CA 94102 415-

Contractor is immediately to inform \_\_\_, or their designee, of any unusual conditions or events that relate to, or may affect, the work to be performed under this Agreement. Contractor agrees to meet on a regular basis with Hastings management to review the progress of the work to be performed by Contractor and any unanticipated problems or issues.

## IX. INSURANCE AND INDEMNIFICATION

Hastings and its officers and the State of California shall not be liable for any accident, loss, injury (including death) or damages, happening or occurring during the performance of this Agreement, to persons and/or property, caused in whole or in part by the intentional or negligent acts or omissions of Contractor, and Contractor will fully indemnify and protect Hastings and its officers and the State of California from and against same. In addition to the liability imposed by law upon Contractor for damage or injury (including death) to persons or property by reasons of intentional or negligent acts or omissions of Contractor, his/her agents, servants, or employees, which liability is not impaired or otherwise affected hereby, Contractor hereby assumes liability for and agrees to hold Hastings and its officers and the State of California harmless and indemnify Hastings and its officers for any expense, liability, or payment by reason of any damage or injury (including death) to persons or property

suffered or claimed to have been suffered through any intentional or negligent acts or omissions of Contractor, its subcontractors, or anyone directly or indirectly employed by either Contractor or its subcontractors.

Contractor will maintain in force at all times during the term of this Agreement, Workers' Compensation (statutory limits) in the amount of \$500,000; and Employer's Liability, Comprehensive General Liability and Auto Liability, each in the amount of \$1,000,000. Such insurance policies shall name UC Hastings, its officers, employees and the State of CA as an additional insured and provide for notification to Hastings thirty (30) days prior to termination or restrictive amendment. Contractor shall furnish a Certificate of Insurance to Hastings as evidence of the required coverage. All insurance required under this Agreement is to be provided by carriers with a Best rating of A-10 or better. Carriers must also be California admitted companies listed as such by the Insurance Commissioner for the State of California.

# X. EXCUSABLE DELAY

Contractor shall not be held responsible for delays in the performance of this Agreement caused by strikes, lockouts, labor disturbances, acts of government, acts of nature (e.g. earthquake) or other causes similar to the foregoing which are beyond the control of and are not the fault of Contractor. Provided, however, that Contractor shall, within five (5) days after the occurrence of cause or causes of delay, request an extension of time from David Seward. Such request shall be in writing and shall state in detail the reasons for the delay which will prevent timely performance. If Hastings finds that such cause or causes of delay exist, it may either grant Contractor an extension of time equal to the delay resulting from such cause or causes, or, at its option, terminate this Agreement.

## XI.APPLICABLE LAW

This Agreement shall be governed by the laws of the State of California.

## XII. ENFORCEMENT OF AGREEMENT

Any controversy or claim arising out of or relating to this Agreement, or a breach thereof, shall be settled by final and binding arbitration in San Francisco, California, heard before an arbitrator selected by both parties or pursuant to a strike off, in accordance with the American Arbitration Association Commercial Arbitration rules. Judgment upon any award rendered by the arbitrator may be entered in any court having jurisdiction. Any provisional remedy which would be available from a court of law, shall be available from the arbitrator, to the parties of this Agreement pending arbitration.

The arbitrator shall determine which is the prevailing party and shall award that party its costs and fees. Costs and fees mean all reasonable pre-award expenses of arbitration, including the arbitrator's fees, administrative fees, witness fees and attorney's fees.

## XIII. NOTIFICATION

All notices required or permitted under this Agreement shall be in writing and may be served by depositing the same in the United States mail, postage prepaid and registered, and addressed to the parties at the addresses set forth below, or to such other address as either party may designate in writing from time to time.

If to Hastings:

If to Contractor:

David Seward, CFO University of California Hastings College of the Law 200 McAllister Street San Francisco, CA 94102

Any change of address of Contractor shall immediately be communicated in writing to Hastings.

# XIV. NONDISCRIMINATION

UC Hastings prohibits discrimination against any person employed; seeking employment; or applying for or engaged in a paid or unpaid internship or training program leading to employment with UC Hastings College of the Law on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender expression, gender identity, gender transition status, sex- or gender-stereotyping, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, citizenship, or service in the uniformed services, including protected veterans. This policy is intended to be consistent with applicable state and federal laws and Hastings policies.

# XV. DRUG-FREE WORKPLACE CERTIFICATION

Contractor certifies compliance with Government Code Section 8355 by signing and incorporating the attached Drug Free Workplace Certification Exhibit into the Agreement.

# XVI. W-9 FORM

As required by Hastings, Contractor must complete a W-9 form attached hereto and shall be submitted together with this Agreement for full execution.

# XVII. ONSITE PARKING

There is no parking allowed in the college's loading dock. Contractor may utilize the loading dock space to unload/load tools and materials, but then must park offsite.

## XVIII. LABOR CODE PROVISIONS - GENERAL PREVAILING WAGE RATE

- A. Contractor shall comply with the provisions of applicable California law including but not limited to Sections 1770, et seq, of the Labor Code of the State of California.
- B. Contractor must be registered with the State of California Department of Industrial Relations for working on public works projects during the entire course of this agreement.
- C. The website to register with the State of California Department of Industrial Relations is as follows: http://www.dir.ca.gov/Public-Works/SB854.html.

#### XIV. CONFLICT OF INTEREST

- A. Contractor will not hire any employee of Hastings to perform any service covered by this Agreement.
- B. Contractor affirms that to the best of Contractor s knowledge, there exists no actual or potential conflict between Contractor s family, business or financial interests and the services under this Agreement and in the event of any change in such circumstances will inform Hastings of any questions regarding possible conflicts of interest that may arise as a result of such change in circumstances.

#### XX. NON-ASSIGNMENT

This Agreement is not assignable or delegable by either party.

## XXI. NON-RESPONSIBILITY OF THE REGENTS

The Regents of the University of California, a public corporation, is not a party to nor is it financially responsible under this Agreement.

#### XXII. ENTIRE AGREEMENT

This Agreement and the exhibits hereto, constitute the entire agreement between the parties and no party shall be liable or bound to the other in any manner except as set forth in this Agreement.

Dated: UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW Dated:

CONTRACTOR

By:\_\_\_\_\_ David Seward Chief Financial Officer By:\_\_\_\_\_

Name:\_\_\_\_\_

Title

Approved as to Form: Dated:\_\_\_\_\_ Federal Tax I.D. Number

License # \_\_\_\_\_as issued by CSLB

Elise K. Traynum General Counsel

#### UC Hastings College of the Law

#### **Non-Discrimination Policy**

#### **Definitions:**

Gender: The sex of a person, including a person's gender identity, and gender expression.

Gender Expression: A person's gender-related appearance or behavior, or the perception of such appearance or behavior, whether or not stereotypically associated with the person's sex assigned at birth.

Gender Identity: Each person's internal understanding of their gender, or the perception of a person's gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender.

Gender Transition: The process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth. This process may include, but is not limited to, changes in name and pronoun usage, facility usage, participation in employer-sponsored activities (e.g. wellness physical activities, teambuilding projects, or volunteering), or undergoing hormone therapy, surgeries, or other medical procedures.

Pregnancy: Includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.

Protected Veteran: A veteran who is protected under the non-discrimination and affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; specifically, a veteran who may be classified as a "disabled veteran," recently separated veteran," "active duty wartime or campaign badge veteran," or an "Armed Forces service medal veteran," as defined by 41 CFR 60-300.2.

Service in the Uniformed Services: Includes service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service.

Sex: Includes, but is not limited to, pregnancy; childbirth; medical conditions related to pregnancy, childbirth, or breast feeding; gender; gender identity; and gender expression, or perception by a third party of any of the aforementioned.

Transgender: A general term that refers to a person whose gender identity differs from the person's sex assigned at birth. A transgender person may or may not have a gender expression that is different from the social expectations of the sex assigned at birth. A transgender person may or may not identify as "transsexual."

# CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

| FEDERAL ID NUMBER                    |
|--------------------------------------|
| DATEEXECUTED                         |
|                                      |
| TELEPHONE NUMBER (Include Area Code) |
|                                      |
|                                      |
|                                      |

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

- 1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- 2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
- 3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free workplace policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
- 4. At the election of the contractor or grantee, from and after the "Date Executed" and until (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

| COLLEGE USE ONLY   |  |  |
|--------------------|--|--|
| Vendor #           |  |  |
| Payment<br>Terms   |  |  |
| Set up<br>initials |  |  |



#### NEW VENDOR INFORMATION FORM

| Business Name:     |      |
|--------------------|------|
| Contact Name:      |      |
|                    |      |
| Contact Email / Ph | one: |

- 1. Provide a fully-completed and signed IRS W-9 form: https://www.irs.gov/pub/irs-pdf/fw9.pdf
- 2. Indicate the general type of goods and/or services you will be providing to UC Hastings:

| Type of good and/or service  | Check<br>here | Type of good and/or service | Check<br>here |
|------------------------------|---------------|-----------------------------|---------------|
| Tangible Goods               |               | Attorney/Legal              |               |
| Trade Services (contractor)* |               | Medical                     |               |
| Consultant                   |               | Other:                      |               |

3. Choose a payment method. Indicate your preferred method:

| Preferred Payment method | Check here |
|--------------------------|------------|
| VISA                     |            |
| E-check (ACH)            |            |

#### **E-CHECK SIGN-UP**

https://sites.uchastings.edu/purchasing/files/2014/10/e-check\_authorization-1fn36gm.pdf

## **CONTRACTOR/TRADE SERVICE**

You must be registered with CA DIR in order to do business with UCH. http://www.dir.ca.gov/Public-Works/PublicWorks.html

CSLB License #:

#### CONTACTS

| Accounts Payable | 415-565-4748 | ap@uchastings.edu             |
|------------------|--------------|-------------------------------|
| E-check          | 415-565-4704 | <u>e-check@uchastings.edu</u> |
| Purchasing       | 415-565-4731 | purchasing@uchastings.edu     |

Return this form with your e-check sign-up, if applicable, with your W-9

UC HASTINGS COLLEGE OF THE LAW 200 MCALLISTER STREET

SAN FRANCISCO, CA 94102