



INDEPENDENT VENDOR TIPS AND PROCEDURES

301 W. Washington Blvd.
Crescent City, CA 95531
Phone: 707-464-0390
FAX: 707-464-0700

General Information:

- Vendor must be open to and serving the general public.
- Vendor must provide services in a public facility appropriate to the nature of public school use. This means that the vendor must assure that the facility being used for the service meets either the Field Act or local city codes for safety. Vendor cannot provide services from a private home.
- Vendor must hold and provide a copy of a current business license.
- Vendor must complete a W-9 Request for Taxpayer Identification Number and Certification Form.
- Vendor must hold and provide a copy of a current certificate of liability insurance for a minimum of \$1,000,000.00 per occurrence / \$2,000,000.00 general (annual) aggregate according to Del Norte County Schools / North Coast Schools Insurance Group recommendations.
- Vendor must add Del Norte County Office of Education/CRCS as an additional insured to said liability insurance policy and submit proof annually.

Getting Paid:

- Vendor must be willing to accept purchase orders.
- Vendor must be willing to invoice for goods and services after the receipt of said goods or services on a monthly basis.
- Vendor must provide attendance records for Castle Rock students on a monthly basis.
- Vendor understands that school funds cannot be used to purchase any religious materials or services for a student.
- Vendor must provide services on a school day (please refer to school calendar).
- There is a limit of \$185 per semester for non-core curriculum. (Art, Music PE, etc.)