

**REQUEST FOR BID (RFB) #23-08
REPROGRAPHIC AND SPECIALTY PAPER - DISTRICT**



**SAN DIEGO COMMUNITY COLLEGE DISTRICT
3375 CAMINO DEL RIO SOUTH, ROOM # 270
SAN DIEGO, CA 92108**

**MARIA BRINEY, BUYER
PURCHASING AND CONTRACT SERVICES
MBRINEY@SDCCD.EDU
(619) 388-6797
(619) 388-6893 (FAX)**

Bid Closing Date and Time: May 18, 2023 at 11:00am Local Time

NO LATE BIDS WILL BE ACCEPTED!

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PROPOSAL COVER PAGE

The San Diego Community College District (hereinafter referred to as “District”) is requesting sealed bids for a requirements contract to purchase reprographic and specialty paper products for District-wide use. The contract term shall be for a six month period beginning July 1, 2023 through December 31, 2023 with one optional renewal period from January 1, 2024 through June 30, 2024, if agreed upon by both awarded contractor and District. The District is not obligated to purchase any specified amount of products or services.

The District is an accredited institution serving an estimated 100,000 students each semester and is comprised of three, credit colleges, San Diego City College, Mesa College, Miramar College, and seven campuses of San Diego College of Continuing Education.

Sealed proposals will be received until **11:00am local time, Thursday, May 18, 2023.**

All inquiries for information should be directed via email to:

Maria Briney, Buyer
Purchasing and Contracts Services
San Diego Community College District
3375 Camino del Rio South, Suite #270
San Diego, CA 92108-3883
mbriney@sdccd.edu, Telephone: 619-388-6797

The bid response should be mailed or delivered directly to:

San Diego Community College District
Purchasing and Contract Services
Attention: Maria Briney, RFB #23-08
3375 Camino del Rio South, Suite #270
San Diego, CA 92108-3883

Offer and Agreement:

In compliance with this Request for Bid #23-08 and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm: _____ Date _____

Print Name: _____

Signature in Ink of Authorized Representative Title: _____

Address: _____ Zip Code _____

Telephone Number: (____) _____ Email: _____

I. INTRODUCTION

A. OVERVIEW

The San Diego Community College District (hereinafter referred to as “District”) is requesting sealed bids for a requirements contract to purchase reprographic and specialty paper products for District-wide use. The contract term shall be for a six month period beginning July 1, 2023 through December 31, 2023 with one optional renewal period from January 1, 2024 through June 30, 2024, if agreed upon by both awarded contractor and District. The District is not obligated to purchase any specified amount of products or services.

The District is an accredited institution serving an estimated 100,000 students each semester and is comprised of three, credit colleges, San Diego City College, Mesa College, Miramar College, and seven campuses of San Diego College of Continuing Education.

II. DELIVERY / INVOICING

1. Conformity to Specifications

All products and services furnished as a result of this solicitation must comply with the specifications cited herein. Material and services provided are subject to inspection and approval after delivery. The District reserves the right to reject any portion of a shipment or service that is defective or fails to comply with specifications, without invalidating the remainder of the order. Such rejection will be at the risk and expense of the contractor. **When consistent print quality is unable to be achieved due to paper supplied by contractor, troubleshooting recommendations must be provided or paper product must be upgraded at no additional cost to the District.**

Awarded Vendor agrees to provide sample swatch books to each Reprographic Department upon award, if needed. Vendor will be responsible for keeping swatch books current.

2. Payment Terms and Invoicing Instructions

The District's payment terms, and the terms of this contract, are NET 30 days after receipt of invoice and acceptance of material and services. Invoices citing cash discounts for early payment of invoices of less than 15 days will be paid as NET 30. Cash discounts, when given, will be figured from date of receipt of auditable invoices, provided complete delivery and acceptance of the order has been made. If tests are necessary, cash discounts will be figured from date of acceptance of test report. Each invoice shall reflect the District Purchase Order number.

No price increases will be permitted during this Contract. All price decreases (for example, if VENDOR offers lower prices to another governmental entity) will automatically be extended to the District.

3. Delivery Terms

Delivery terms are FOB Destination to any of the District's facilities which includes the San Diego Community College District Office, San Diego City College, San Diego Miramar College, San Diego Mesa College or any of the six, San Diego Continuing Education campuses within the San Diego metropolitan area. Point of delivery will be provided by the District with each Purchase Order. Prices on bid must reflect FOB Destination (i.e., any delivery charges must be included in the unit price, and not listed as a separate charge). **Vendor may be considered non-responsive if delivery schedule cannot be met.**

Awarded vendor is responsible for assuring the correct room/delivery location is placed on each packing slip and deliveries are made to the correct, requesting department. The District is requesting the ability to place orders up to 5:00 p.m. the day before and receive next day delivery.

4. Delivery Time

Deliveries must conform to the operating hours and time requirements of the campus, as stated within the District's Purchase Order. **Please see Attachment "C" for delivery locations as well as delivery time requirements.** Each shipment **must be** accompanied by a packing slip/list, which must reference the assigned Purchase Order Number.

If vendor cannot meet delivery times as set forth in Attachment "C", vendor may be considered non-responsive.

5. Returned Products

Products returned because of quality problems, duplicated shipments or breakage/damage shall be picked up by the Contractor(s) within three business days after notification, with no restocking charge and shall be replaced with specified products as defined within the District's Purchase Order or the District shall be credited or refunded for the full purchase price.

6. Prior Order Quantities

The District may purchase more or less than the quantities indicated on the response form. Bidder and the District mutually agree that all items proposed in Bidder's response are standard stocking items. The District shall have no liability whatsoever for failure to order or for termination of use of standard items.

III. SPECIAL TERMS AND CONDITIONS

1. AVAILABILITY OF PRODUCT

All orders must be delivered to the District next business day according to the Delivery Schedule provided for each campus after receipt of order. Any orders going beyond this time element will require written notice and will be subject to cancellation. Order quantities may vary by campus location. Vendor needs to accommodate orders as little as one ream.

2. PURCHASES OUTSIDE OF CONTRACT

The District reserves the right to make purchases of same or similar items from sources outside the contract when timing, availability and/or District needs dictate. Normally these items would only be purchased outside the contract if Contractor cannot meet the district's delivery requirements.

3. SAMPLE SPECIFICATION

If the brand of paper quoted has not been used before by the San Diego Community College District, the successful supplier may be asked to submit a non-returnable sample for testing and evaluation. Samples are to be furnished at no charge to the District. Samples are to be no less than one case and made available to the District within two business days from the date of request. Failure to provide the samples in the required time frame may result in the vendor's bid being determined non-responsive.

Each carton/package that is provided as a sample must be delivered to the District's Purchasing and Contract Services Department and must be clearly marked with the bidder's company name, supplier mill name, "Bid #23-08," and line item number from the solicitation.

4. SUPPLIER VARIANCE

The District understands that Contractor's supplier mills may be subject to change during the life of the contract. Contractor will be required to submit a request, in writing, to the District's Purchasing and Contract Services Buyer to substitute the supplier mill of paper bid and awarded through this solicitation process. The District will evaluate the request and notify the Contractor of its finding. The District may also require the Contractor to provide product samples, at no cost to the District, to evaluate the compatibility of the proposed paper with the District's copiers and/or offset presses.

5. USAGE REPORTS

Contractor will be required to provide, upon request, periodic usage reports to the District of items purchased under contract. These reports **must** be broken down by delivery location and include such information as name and product number of items purchased, quantities, and costs. These reports must be provided at no cost to the District, and shall be furnished within five (5) working days of request by the District. Reports must be available electronically and in **Microsoft Excel**. It is the contractors responsibility to understand this requirement and furnish the necessary documents when requested.

6. RECYCLED PAPER

In accordance with California Education Code (CEC) Section 32370, the District is interested in receiving bids for recycled paper. For the purposes of this bid recycled paper must meet or exceed the guidelines published in the CEC of not less than 50% of its total weight consisting of secondary and post consumer waste and with not less than 10% of its total weight consisting of post consumer waste.

Bidder must indicate on the Bid Response Form their compliance with this article.

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IV. CALENDAR OF EVENTS

1. TIMELINE

The following timetable provides important dates and events that pertain to this Bid. Any activity may be modified by the District, if necessary, as part of a thorough evaluation process.

<u>DATE AND TIME</u>	<u>DEADLINE / PROCESS DESCRIPTION</u>
April 24, 2023	Bid Documents are Available: Prospective bidders may obtain bid documents, including any addenda, at the District's website. It will be the vendor's responsibility to retrieve all applicable addendum(s) and notifications from the Purchasing website: http://bussrv.sdccd.edu/purchasing
April 24, 2023 – May 8, 2023	Receipt of Questions Period: It is recommended that respondents carefully read the Request for Bid and submit questions for clarification or interpretation during the receipt of question period. Any oral communication concerning this Bid is not binding amongst any party or respondent to this Bid and shall in no way modify the RFB or the obligation of the District. <u>All communication shall be in writing during the question period.</u> Direct any questions concerning the Bid documents, or bid process in writing during the receipt of questions period to Maria Briney at mbriney@sdccd.edu .
May 8, 2023	The Receipt of Questions period will close at 5:00pm local time on Monday, May 8, 2023.
May 18, 2023	Completed submissions due and must be received by 11:00am local time. <u>Late submittals will NOT be accepted.</u> Respondents must submit one original document. Any information received after this deadline will be disregarded. Send Responses to: San Diego Community College District Purchasing and Contract Services Attn: Maria Briney 3375 Camino del Rio South San Diego, CA 92108 Reprographic Paper, District, RFB# 23-08
May 18, 2023	Bid Opening: Responses shall be read aloud at 11:05am local time at the above address.
June 15, 2023	Anticipated Award – contingent upon lowest bidder(s) meeting all of the bid specifications and requirements.

V. GENERAL TERMS AND CONDITIONS

It shall be the intent of the District to award to the Bidder(s) who fully understands the agreement terms, conditions and performance requirements of this document. It is also understood that this document does not fully identify nor completely define the District's service requirements and satisfaction. The successful Bidder(s) shall be expected to work closely with the District's designated representatives to administer an effective and efficient program resulting in high overall customer satisfaction.

It shall be the District's intent to award the bid which shall be most favorable in all respects, including scope, availability of products, goods and services offered, as well as cost. The resulting Agreement shall be a summation of this Request for Bid, addenda and the Response. **Award will be made by section.**

Interested vendors must bid on all items in the corresponding section(s) to be considered for award. The items listed in this solicitation represent the majority of the types of paper products the District currently purchases. The District is not committing to the purchase of any specific quantities. Quantities and types of paper contained in this solicitation are based on historical usage over a twelve (12) month period prior to the onset of COVID-19 and are provided for the purpose of evaluating prices offered, and do not represent the actual quantities to be ordered.

A. SUBMITTING OFFERS

1. Response to Solicitation

Responses to this RFB must be submitted in hard copy format with original signatures. **ONE** hard copy is required to be submitted in a sealed envelope or package with the District's solicitation number printed on the outside. In addition to the hard copy, please provide all documents on a CD or USB thumb drive. All files must be submitted as originally downloaded format (i.e., Excel, Word, PDF). **Oral changes to an offer will not be accepted.**

Individual prices must be listed for each cost sheet line item and must be typed in; no handwritten responses will be accepted! Prices must be stated in unit of issue specified within the solicitation. If the unit of issue specified does not represent the trade standard, or if Bidder's standard unit of issue is different from the unit of issue specified by the District, the Bidder must properly note the firm's unit of issue within its response.

2. Submittal of Response

The response **must** be submitted in a separate, sealed envelope or package with the District's solicitation number printed on the outside.

All bids **MUST** be hand delivered or mailed to the following address:

**San Diego Community College District
Purchasing and Contract Services
ATTN: Maria Briney, BID #23-08
3375 Camino del Rio South, Suite 270
San Diego, CA 92108**

NO LATE BIDS WILL BE ACCEPTED!

Responses must be received and time noted at the above location no later than **11:00am, local time, on Thursday, May 18, 2023**. Any bid received after the scheduled time of opening or with insufficient postage shall be refused and returned to the Bidder unopened.

3. Changes After Opening

Bidders should verify their offers before submission to the District. An offer cannot be withdrawn after public opening. No offer can be corrected or altered after being opened. **The District will not be responsible for errors or omissions on the part of Bidders providing responses.**

4. Brand

Bidder must state the **domestic mill brand label** order number of items offered on the Solicitation Response Form. Brands referenced herein by the District, if included, are intended to indicate acceptable quality, and not necessarily as a brand preference unless otherwise stated in this document. If no brand is stipulated, insert yours.

5. Non-restrictive Brand Reference

Nothing stated herein is intended to be restrictive as to make or brand. Any exceptions to specifications should be brought to the attention of the District's Purchasing and Contract Services office in writing.

6. Trade Discounts

Trade discounts shall be computed into unit price offered by the Bidder and only the net amount shown on the offer.

7. Taxes

State and local retail sales tax, and use tax, if applicable, will be paid separately by the District and are not to be included in the offer. The District is exempt from federal excise and transportation taxes. The District will provide its exemption number to the successful Bidder, if applicable.

8. Withdrawal of Response

Any Bidder may withdraw his or her response, either personally or by written request or email, at any time prior to the scheduled closing time for receipt of offers. During the current pandemic, please email a request to withdrawal to krosas@sdccd.edu prior to May 12, 2021 at 11:00am PDT.

9. Bidders Interested In More Than One Offer

No person, firm or corporation shall be allowed to make or file more than one offer for the same goods and services as described within this RFB document.

10. Minority, Woman and Disabled Veteran-Owned Business Enterprise Certification

All Bidders doing business with the District are required to file a "Minority, Woman and Disabled Veteran-Owned Business Enterprise Program Certification" form for the offering firm or any listed subcontractors as part of the bid. Failure to provide the certification may result in the rejection of the bid as non-responsive.

11. Cancellation of Procurement Process

The District may cancel the procurement process at any time. All bids become the property of the District. All information submitted in the bid becomes "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the bid, it must be clearly identified by the Bidder; otherwise, the Bidder agrees that all documents provided may be released to the public after bid award.

The District reserves the right to withdraw the Request for Bid (RFB), to reject a specific quote for noncompliance within the RFB provisions, or not award a bid at any time because of unforeseen circumstances or if it is determined to be in the best interest of the District.

12. Interpretation of RFB

The Vendor must make careful examination and understand all of the requirements, specifications, and conditions stated in the RFB. If any Vendor planning to submit a bid finds discrepancies in or omissions from the RFB, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the District. Any changes to the RFB will be made only by written addendum and will be posted on the Purchasing website at <http://busssrv.sdccd.edu/purchasing>. The District is not responsible for any other explanations or interpretations. If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way. All notices regarding this procurement may be posted on the District's purchasing website at <http://busssrv.sdccd.edu/purchasing>.

B. EVALUATION OF OFFERS/AWARD OF CONTRACT

1. Basis for Award and Evaluation Criteria

District staff will evaluate offers to determine the lowest, responsive, and responsible bids meeting terms, conditions, and specifications of the solicitation. Lowest offer will be determined by multiplying the unit prices by the estimated quantities and summing item totals for the initial period of the contract. In the event of a mathematical error on the part of the seller in recording its offer, the District will take the unit price offered to be the intended offer. The award will be made by section exclusively to one vendor. Interested bidders must bid on all items within the section to be considered for award.

2. Evaluation of Proposed Equal Product

The specifications contained herein describe products and/or services considered acceptable to the District. Specifications considered to be equal may be submitted when authorized herein. It is the responsibility of the Seller to provide full documentation with its offer to establish a claim of equal offering.

Review of all such documentation, examination of any offering, and determination as to whether an offering meets the specifications contained herein shall be made by the District. The opinion of the District shall be final.

3. Release of Information

Bidders making offers as a result of this solicitation will be notified of Purchasing and Contract Services' recommendation for award to the District's Board of Trustees, in advance of the Board's decision. This will be the only information released after all offers are read aloud, and before the District's Board of Trustees awards the contract. It is the bidder's responsibility to check the District's website at <http://busssrv.sdccd.edu/purchasing>, for all addendums, updates, announcements or notices regarding this bid.

4. Method of Ordering

Individual Purchase Orders will be issued as required for the acquisition of products and services listed herein. This will be the only acceptable method of authorizing product purchases.

5. Inspection of Facilities

The District shall have the right to inspect the facilities, service areas, and warehouses of all Bidders, submitting offers prior to award of this contract. The purpose of such inspection is to determine the Bidder's potential ability to perform under the terms of this solicitation.

C. LEGAL ISSUES

1. Acceptance of Response

A Bidder's offer is subject to acceptance by the District at any time within ninety (90) days after opening of same, unless otherwise stipulated herein. Terms and conditions additional to or not identical to the terms and conditions contained herein are not solicited and may render the bid non-responsive.

2. Assignment of Agreement

Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the items appearing in this solicitation, which he or she may be awarded, or any rights accruing there under, title or interest therein, funds to be received hereunder; or any power to execute the same without prior

written consent of the District. **Notice is hereby given that the District will not honor any assignment made by the contractor unless the District has consented in writing.**

3. Cancellation of Agreement

The District reserves the right to cancel the agreement resulting from this solicitation in its entirety upon thirty (30) days' written notice at no cost except for products/services rendered. Such cancellation would be reserved for: Unsatisfactory service, discontinuation in District funding, reduction in enrollment, or change in scope of District programs and/or policies.

4. Excuse for Non-performance

Contractor and the District shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining, delivering, or performing in the customary manner by act of God, fire, strike, partial or total interruption of, loss or shortage of transportation facilities, lockout, commandeering of raw materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the District, provided it is satisfactorily established that the non-performance is not due to the fault or negligence of the contractor.

5. Minimum Shipment Requirements

The District normally orders paper by the carton. On exception, smaller orders may be needed on an individual basis. Bids that include minimum shipment requirements that are more than one carton will be judged to be non-responsive.

6. Penalties Upon Default

In case of default of this contract by the contractor, the District may procure the products or services contained in this contract from other sources.

7. Quantities to be Ordered

The District reserves the right to respond to its changing needs, and is in no way obligated to buy products whatsoever, nor is it limited in any way to the quantities indicated in this solicitation. Any quantities contained in this solicitation are included by way of example and for the District's evaluation of prices offered. Variations in quantities are normally dependent upon the needs of the District and/or the availability of funds.

8. Right to Reject/Waive

The District reserves the right to reject any or all offers, or to waive any minor irregularities or informalities in any offer, or in the solicitation process.

The District also reserves the right to waive minor variations in specifications and evaluate offers and make awards considering the equipment and services being offered. Offers varying from District specifications in any major detail are not solicited and may be disqualified. The District's opinion shall be final.

9. Hold Harmless

Contractor agrees to indemnify and to hold free and harmless the District, its officers, employees and agents, from all loss, liability, damages, costs or expenses (including reasonable legal expenses, and court costs) that may or might at any time arise or be asserted against District, its officers, employees and agents, arising by reason of, in the course of, or in connection with, the performance of this contract, including any loss, liability, damages, costs or expenses resulting from the sole negligence of the contractor, or both contractor and District, but excluding any loss, liability, damages, costs or expense resulting from the sole negligence of the District.

The indemnification shall include, but is not limited to, liability of any nature or kind whatsoever, on account of use by the publisher or author, manufacturer or agent, of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this solicitation and any resulting contract.

10. Insurance

Contractor shall procure and maintain during the life of this contract and for such other period may be required herein, at its sole expense, such comprehensive general liability insurance or commercial general liability and property damage insurance as shall protect Contractor and District from all claims for bodily (personal) injury, including accidental death, as well as claims for property damage arising from operations under this contract, and other covered loss, however occasioned, occurring during the policy term. Such policy shall comply with all the requirements of this article, and shall be in the form and amounts as follows:

Comprehensive General Liability Insurance:

with a combined single limit per occurrence of not less than \$1,000,000.00

OR

Commercial General Liability and Property Damage Insurance:

(Including automobile insurance) which provides limits of not less than:

(a) Per occurrence (combined single limit) \$1,000,000.00

(b) Products/Completed Operations \$1,000,000.00

(c) Personal & Advertising Injury limit \$1,000,000.00

AND

Fire Insurance

Project Replacement Value at 100%
(One Hundred Percent)

Insurance Covering Special Hazards: Following special hazards shall be covered by riders or riders to above-mentioned commercial liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance, in amounts as follows:

Automotive and truck where operated in amounts \$500,000.00

Additional Insured Endorsement: Any general liability policy provided by Contractor hereunder shall contain an endorsement which applies its coverage to District, members of District's board of trustees, and the officers, agents, employees and volunteers of District, the State Allocation Board, if applicable, the architect, and the architect's consultants, individually and collectively, as additional insured.

Contractor shall require their subcontractors, if any, to take out and maintain similar public liability and property damage insurance in amounts as hereinafter set forth.

Contractor shall not commence work nor shall he/she allow any subcontractor to commence work under this agreement until he/she has obtained all required insurance and certificates, which have been delivered in duplicate to, and approved by, the District's Purchasing and Contract Services Director.

All evidence of current insurance documentation shall be submitted to the District's Purchasing and Contract Services Department on or before June 23, 2023.

11. Right to Protest

Any prospective or actual bidder, or contractor who believes it has been aggrieved, in solicitation or award of a contract, may submit a protest to the Director of Purchasing and Contract Services using the following guidelines:

- a. The protest shall be submitted in writing within (5) working days after such aggrieved person knows or should have known of the facts giving rise to the dispute.
- b. The protest must be accompanied by a detailed written statement, indicating the reason for the protest.
- c. Consistent with San Diego Community College District (SDCCD) Administrative Policy No. 6330.6, the Director of Purchasing and Contract Services has the authority to settle and resolve a protest of an aggrieved bidder, or contractor, actual or perspective concerning the solicitation or award of a contract.
- d. The Director of Purchasing and Contract Services shall issue a decision, in writing within ten (10) working days of confirmed receipt of the written dispute. The decision shall state the reason for the action taken. If a vendor wants to elevate the dispute, the formal process will be recommended.

The right of protest does not prevent the District from proceeding with the award of the contract. Bidders may request a copy of SDCCD Administrative Policy No. 6330.6 at any time from the Buyer or the Director of Purchasing and Contract Services.

The mailing address for submitting all protests is:

San Diego Community College District
Purchasing and Contract Services
Attention: Purchasing and Contract Services
3375 Camino del Rio south, Suite 270
San Diego, CA 92108

ATTACHMENT A

BID PROPOSAL CHECK LIST

All bids must contain the following forms; the District may waive minor bid irregularities but failure to meet the above requirements may be cause for the bid to be rejected.

The following documents are to be submitted in a sealed envelope for each Bid Package.

- _____ Cover Page
- _____ Bid Proposal Check List, Attachment A
- _____ Response Sheet, Attachment B
- _____ Delivery Locations – Attachment C
- _____ References
- _____ Non-Collusion Affidavit
- _____ Workers' Compensation Certification
- _____ Minority, Woman and Disabled Veteran – Owned Business Enterprise Certification

Bidder's Signature: _____ **Date:** _____

ATTACHMENT C

San Diego Community College District Locations

<u>DELIVERY LOCATION</u>	<u>REQUESTED DELIVERY TIME</u>
San Diego City College 1313 Park Blvd. San Diego, CA 92101	Monday thru Friday, 8:00 A.M. -12:00 P.M.
San Diego Mesa College 7250 Mesa College Drive San Diego, CA 92111	Monday thru Friday, between 7:30 A.M. and 4:00 P.M
San Diego Miramar College 10440 Black Mountain Road San Diego, CA 92126	Monday thru Friday, between 7:30 A.M. and 1:00 P.M.
SDCCD Continuing Education Offices 4343 Ocean View Blvd. San Diego, CA 92113	Monday thru Thursday, after 8:00 A.M.
Cesar Chavez Campus 1901 Main Street San Diego, CA 92113	Monday thru Thursday, after 8:00 A.M
Mid City Campus 3792 Fairmount Ave. San Diego, CA 92105	Monday thru Thursday, after 8:00 A.M
North City Campus 8355 Aero Drive San Diego, CA 92123	Monday thru Thursday, after 8:00 A.M
West City Campus 3249 Fordham Street San Diego, CA 92110	Monday thru Thursday, after 8:00 A.M
District Office 3375 Camino del Rio South San Diego, CA 92108	Monday thru Friday, between 7:30 A.M. and 10:00 A.M.

VENDOR SIGNATURE:
