

OFFICE FOR EMPLOYMENT TRAINING REQUEST TO PURCHASE

SUGGESTED VENDOR: A to Z Party Rental
 REQUESTOR: Marleen Esquerro
 LOCATION: MCWIB
 DATE OF REQUEST: 7/12/2007
 DATE REQ'D: ASAP

CHART OF ACCT. CODE/FUND: _____
 ACTIVITY CODE: _____
 EXP. LINE ITEM: _____

QTY	UNIT	ITEM NUMBER	DESCRIPTION	COST	TOTAL
			Rental of stage and stage skirting for	\$ 238.67	\$ 238.67
			awards ceremony presentation at the	\$ -	\$ -
			Employer & Employee Recognition event	\$ -	\$ -
			on July 6, 2007.	\$ -	\$ -
				\$ -	\$ -
			Funds paid for out of Ad&PR WIB budget	\$ -	\$ -
			line item for DAC Event.	\$ -	\$ -
				\$ -	\$ -
			(See attached invoice and budget breakdown.)	\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -

ALL REQUESTS MUST COMPLY WITH THE WIA PROCUREMENT METHODS SEE BELOW

SMALL PURCHASES: \$0 TO \$50,000.00: 2 DOCUMENTED QUOTES

SOLE SOURCE: MUST BE JUSTIFIED IN WRITING

RFP: FOLLOW PROCEDURES IN PROCUREMENT MANUAL

NOTE: THE FOLLOWING MUST BE ATTACHED TO THIS FORM: COMPLETED APPLICABLE

PROCUREMENT FORM(S), QUOTES, WRITTEN JUSTIFICATION, BIDS, AND OTHER NECESSARY DOCUMENTATION.

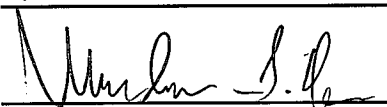
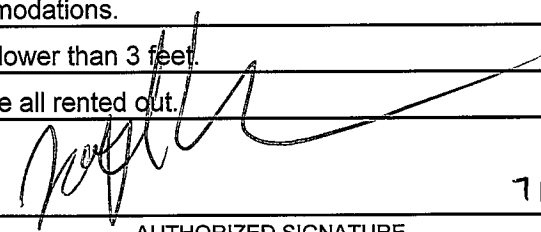
Sub-Total	\$ 238.67
Freight	\$ -
Tax	
Discount	\$ -
TOTAL	\$ 238.67

JUSTIFICATION FOR REQUEST:

A to Z Rental Center is the vendor of choice because they are the only local vendor that provided a stage with a height of 16", as requested by the presenter with ADA accommodations.

Quote from M&M Party Rentals did not have a stage lower than 3 feet.

Quote from Unlimited Events - their staging units were all rented out.

 7/12/07
  7/13/07
 REQUESTOR DATE AUTHORIZED SIGNATURE DATE

*** SIGNATURE AUTHORIZES PURCHASE ***

FOR PROCUREMENT ONLY -DO NOT WRITE BELOW THIS LINE- FOR PROCUREMENT ONLY

RECOMMENDED ACTION: APPROVED _____ DENIED _____

ACCOUNTING NUMBER: _____

COMMENTS: _____

 PURCHASE ORDER NUMBER FISCAL OFFICE AUTHORIZATION DATE

Original-Fiscal Office

Copy-Make copy for division records

R 10.1.9



TOOLS AND EQUIPMENT
FOR WORK AND PLAY

THIS IS A CONTRACT

THE WORDS RENTER, BUYER, YOU AND YOURS
MEANS THE PERSON WHO SIGNS THIS CON-
TRACT (OR ARE OBLIGATED UNDER ITS TERMS).
WE, OUR AND DEALER REFER TO THE BUSINESS
NAMES AT RIGHT.

A to Z PARTY RENTAL
1110 ABBOTT
SALINAS, CALIFORNIA 93901
(831) 424-4770
FAX: (831) 424-1706



TOOLS AND EQUIPMENT
FOR WORK AND PLAY

TERMS: CASH IN ADVANCE

ESTABLISHED OPEN ACCOUNTS ARE DUE AND
PAYABLE NET, 10TH OF THE MONTH. PAST DUE
ACCOUNTS BEAR LATE PAYMENT PENALTIES AT
1 1/2% PER MONTH.

SEE US FOR ALL YOUR EQUIPMENT NEEDS!

Customer ID=====RESERVATION=====Contract Number
2145905=====08085804
07/05/07
ENVESTMENT BOARD
MONTEREY COUNTY WORKFORCE
730 LA GUARDIA ST.
SALINAS, CA. 93905
MONTEREY COUNTY WORKFORCE
ENVESTMENT BOARD
730 LA GUARDIA ST.
SALINAS, CA. 93905

DEL. TO ONE STOP CREAR CENTER SALINAS
730 LA GUARDIA ST.
FAX#7963512

Rsvd: THU 07/05/07 10:00
Delivr: THU 07/05/07
Out: THU 07/05/07 15:45
Pickup: FRI 07/06/07
Due: FRI 07/06/07 16:00

Item No.	Qty	Description	Rate	Info	Unit	Extended
078-0010	2	STAGING, 4' X 8' 16" HT	PA	45.00	45.00	90.00
		Rates:	45.00/d	90.00/w	180.00/m	
129-0106	2	*SKIRTING, BLACK 13'			8.25	16.50
078-0015	1	RAMP, FOR 16" HIGH STAGE	PA	60.00	60.00	60.00
		Rates:	60.00/d	120.00/w	240.00/m	
078-0011	1	STEP, STAGING 16" HIGH	PA	15.00	15.00	15.00
		Rates:	15.00/d	30.00/w	60.00/m	

Receipts Summary

No payments have been made

Summary

SALES 16.50
RENTALS 165.00
Pickup/Delivery 40.00
CA Tax 17.17
Total 238.67

A TO Z RENTAL CENTER agrees to be bound by
the terms and conditions of this Agreement. By: *Chris Smith*

I the undersigned renter, specifically acknowledge that I have received and understand the written and/or oral instructions regarding the use and operation of the rented equipment.
Renter further acknowledges that he has read and fully understands the within equipment rental contract and agrees to be bound by all of the terms, conditions and provisions hereof. Renter acknowledges that he has received a true and correct copy of this agreement at the time of execution hereof.

I accept/decline the Equip. Protection Plan, as provided on the reverse side and agree to pay the above described additional charges therefore.

IF DECLINED
PLEASE INITIAL

RETURN
EQUIPMENT BY

FRI 07/06/07 16:00

X

SIGNATURE

THIS IS YOUR CONTRACT, READ BOTH SIDES BEFORE SIGNING

Date: Customer:

Contract: