

# OFFICE FOR EMPLOYMENT TRAINING REQUEST TO PURCHASE

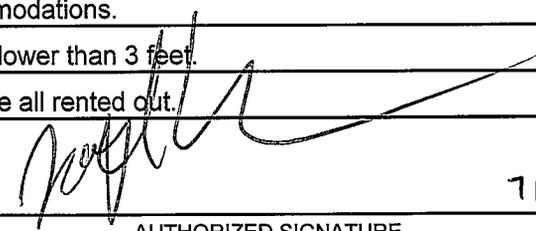
SUGGESTED VENDOR: A to Z Party Rental  
 REQUESTOR: Marleen Esquerro  
 LOCATION: MCWIB  
 DATE OF REQUEST: 7/12/2007  
 DATE REQ'D: ASAP

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	\$ -
	<b>TOTAL</b>	<b>\$ 238.67</b>

**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



TOOLS AND EQUIPMENT FOR WORK AND PLAY

THIS IS A CONTRACT

THE WORDS RENTER, BUYER, YOU AND YOURS MEANS THE PERSON WHO SIGNS THIS CONTRACT (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

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
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

Rsvrd: 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

Table with columns: Item No., Qty, Description, Rate, Info, Unit, Extended. Includes items like STAGING, SKIRTING, RAMP, and STEP.

Receipts Summary

No payments have been made

Summary table with items: SALES, RENTALS, Pickup/Delivery, CA Tax, Total.

A TO Z RENTAL CENTER agrees to be bound by the terms and conditions of this Agreement. By: [Signature]

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.

RETURN EQUIPMENT BY: FRI 07/06/07 16:00

[Signature] SIGNATURE

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

THIS IS YOUR CONTRACT, READ BOTH SIDES BEFORE SIGNING

Date: Customers:

Contract: