

**TO: Recreation Division Pcardholders**

**Ashley Estrada, Ryan Flickinger, Jason Hemmens, Christine Lafontant, Cory Linder, John Mozerka, Charles Renell Nailon, Maryjane Ortiz, Kristin Rounds, Brandon Schroeder, Gordon Stone, Daniel Trautner**

FROM: Paulina Bell & Maria Cabal - DPR Approving Officials

DATE: June 29, 2009

RE: **PRE-APPROVAL PURCHASE ON PROCUREMENT CARD**

This serves to pre-approve any and all P-card purchases made for materials and services, meeting the rules and regulations in the P-card Manual and the following criteria for the Cardholder for the next 12 months, or until any changes in responsibility in the Administrative Division occur:

Approved Materials/Services Categories	Approved Suppliers	Purchase Transaction Limit
Agriculture Supplies: fertilizer, seed, soil, plant & animal supplies	Argo Stone & Supply, Grainger, Grangetto's Farm & Garden, Home Depot, L& M Fertilizer, Snow Irrigation	<\$1,000
First Aid Supplies	Cintas (BPA 516216), Clean Source (BPA 528496), Corporate Express (BPA 519042), CVS*, Longs*, Major Market*, Rite-Aid*, Savon Drugs*, Target*, Walgreens*, Wal-mart*	<\$500
Housekeeping, Janitorial Supplies	Clean Source (BPA 528496), Corporate Express (BPA 519042), North County Janitorial*, Prudential Overall Supply (BPA 508920), Smart & Final*, Wal-Mart*	<\$1,000
Maintenance of Equipment	Exxon Mobil, Village Vac & Sew	<\$1,000
Maintenance of Structure, Improvements & Grounds- <u>Equipment &amp; Supplies only</u> : building, electrical, painting, roofing, fencing, etc.	Argo Stone & Supply*, Grainger (BPA 513540), Grangetto's*, Graybar Electric (BPA 515412), Home Depot, HD Supply Facilities Maintenance (online ordering BPA 523135), Joe's Hardware*, L&M Fertilizer*, Lowes*, Snow Irrigation*, True Value*	<\$2,500
Memberships, Training and Materials	California Parks and Recreation Society, Fallbrook Chamber of Commerce, National Recreation and Parks Association,	<\$1,000
Office Supplies-cartridges, postage, bottled water	Cartridge Discounters (BPA 518879), Corporate Express (BPA 519042), DS Waters (BPA 522587), Office Depot*, Staples*, USPS	<\$500
Plumbing & Drainage- <u>Equipment &amp; Supplies only</u> : valves, faucets, pipes, fittings, toilets, sinks, etc	Argo Stone & Supply*, Grainger (BPA 513540), Grangetto's Farm & Garden*, Graybar Electric (BPA 515412), Home Depot, HD Supply Facilities Maintenance (online ordering BPA 523135), Joe's Hardware*, L& M Fertilizer*, Snow Irrigation*, True Value*	<\$1,500

Approved Materials/Services Categories	Approved Suppliers	Purchase Transaction Limit
Printing & Copying Services	Kinko's*, Modern Printing, North County News, Pomerado Publishing & Printing, Safari Signs, San Diego Web Offset, Village News, Xerox (BPA 511469)	<\$1,500
Professional & Specialized Services- <i>Non PW/FM services</i> : tree service, park signage, lock/key, pest control, special funding projects, other contract services	Abrakadoodle, American Pest Control, Dewey Pest Control, Foothill Lock & Key, Fowler Pest Control, Prudential Overall Supply, Town & Country Chem Dry	<\$2,500
Professional & Specialized Services: Recreation and Outdoor Adventures Guides and services	Artinfile, Aztec (SDSU), Camping Pros, City of Coronado, Healthy Adventures Foundation, J's Sports Officials, Minority Officials Association, Mission Bay Aquatic Center, Mountain High Resorts, Mountain High Resort Retail, Mountain View Motel and Cabins, Ray and Joan Kroc Center, SD Bike & Kayak, Wendy's Health and Fitness Services, Wrightwood Cottages, YMCA Camp Surf	<\$2,500
Rents & Leases - Equipment	Canon Financial Services (BPA 52968), Canon Business Solutions, Fallbrook Equipment Rental, Home Depot (BPA 523135)	<\$1,500
Safety Clothing, Uniforms, Name Tags	Bocks Awards, Home Depot, James Gang Graphics	<\$1,000
Small Tools/Instruments & Equipments, Minor Equipments: landscaping & gardening tools, carpentry tools, hand & power tools, other specialized tools, special task instruments, small appliances	Apple Store, Best Buy*, Corporate Express (BPA 519042), Economy Restaurant Supply, Fry's*, Grainger (BPA 513540), Home Depot, Joe's Hardware*, L&M Fertilizer*, Lowes*, Snow Irrigation*, Village Vac & Sew	<\$2,500
Special Departmental Expenses: Art Supplies	Big Lots, Dollar Tree, ECC*DSS-Disc Sch Suppl, Joann Fabrics, Lakeshore Learning, Michael's, Nasco Modesto, Party City, Target, Wal-Mart	<\$2,500
Special Departmental Expenses: Books	Barnes & Nobles, Borders, ECC*DSS-Disc, Sch Suppl, Lakeshore Learning, Target, Walmart	<\$1,000
Special Departmental Expenses: Food	Albertsons, Harvest Farms Market, Henry's Farmer's Market, Little Caesar's Pizza, Major Market, Mile High Pizza, Mountain High Resorts, Ralph's, Rite Aid, Round Table Pizza, Smart & Final, Target, Trader Joe's, Vons, Walmart	<\$1,000

Approved Materials/Services Categories	Approved Suppliers	Purchase Transaction Limit
Special Departmental Expenses: Outdoor Adventure & Field Trips	Birch Aquarium, Legoland, San Diego Padres, Wave Water Park	<\$2,500
Special Departmental Expenses: Recreation Program & Special Events Supplies	Adventure 16, Big Lots, Blockbuster Video, CVS, Dollar Tree, ECC*DSS-Disc Sch Suppl, Hollywood Video, Home Depot, IKEA, Lakeshore Learning, Longs Drugs, Lowes*, Party City, Performance Bike Shop, REI, Rite Aid, Safari Signs, Savon Drugs, South Coast Surf Shop, Sun Diego, Target, Walgreens, Wal-Mart,	<\$2,500
Special Departmental Expenses: Sporting Goods/ Equipments, Referees	Berry's Athletic Supply, Big 5 Sporting Goods, ECC*DSS-Disc Sch Suppl, Minority Officials Association, James Gang, OLLI Bros Custom Silksreen, Rex Trophies, S&S Worldwide, Sports Authority, Sports Chalet, Target, Wal-Mart	<\$2,500
Special Departmental Expenses: Video Games & Electronics	Apple Store, Best Buy, Fry's Electronics, Gamestop, Guitar Center, Radio Shack, Target, Wal-Mart.	<\$2,500
Special Events Rentals: tables and chairs, generators, rock climbing wall, movies, etc.	A1 Party Rentals, Abbey Party Rentals, Ace Party Productions, CommCinema, Criterion Pictures, Merchant Rock Rental, Party City, Rock Rental, Inc, Swank Motion Pictures, Tallal Inc.	<\$2,500
Trash Service	Allied Waste, Waste Management	<\$1,000

Any purchases not meeting all of the above criteria must be requested via e-mail to me with justification before purchase is made.

**\*Must show proof of at least 20% savings over BPA vendor.**



**PAULINA BELL**, Approving Official  
Department of Parks & Recreation

6/29/09

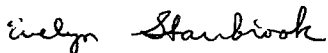
Date Signed:



**MARIA CABAL**, Approving Official  
Department of Parks & Recreation

6/29/09

Date Signed:



**EVELYN STAINBROOK**  
Purchasing & Contracting

6/29/09

Date Signed:

**Attachment E - Release of Liability**

County of San Diego  
Department of Purchasing and Contracting  
5555 Overland Avenue, Suite 1111  
San Diego, California 92123

**RELEASE OF LIABILITY FORM FOR MINOR CONTRACT INVOLVING  
LABOR WITH TOTAL COST OF UNDER \$2500.00**

**GUARANTEE:**

I guarantee all labor and materials furnished, and agree to complete work in accordance with directions and subject to inspection, approval, and acceptance by a County Representative.

**INDEMNITY:**

County shall not be liable for, and Contractor shall defend, indemnify and hold County harmless from; any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), related to the work covered by this contract arising either directly or indirectly from any act, error, omission or negligence of Contractor or its contractors, licensees, agents, servants or employees, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive, of County or its agents or employees. However, Contractor shall have no obligation to defend or indemnify County from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of County or its agents or employees.

NAME OF CONTRACTOR: <i>Dewey Pest Control</i>		
CONTRACTOR'S LICENSE #: <i>PR-1652</i>	CLASS: <i>Operator</i>	EXPIRATION: <i>N/A</i>

INSURANCE CARRIER: <i>Old Republic</i>	POLICY NUMBER: <i>MVC11141700</i>
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ADDRESS: <i>9386 Bond Ave.</i>		DATE: <i>11/02/06</i>
CITY/STATE/ZIP: <i>El Cajon CA 92021</i>		

NAME: <i>William Malan</i>	
WORK NUMBER: <i>619-443-7951</i>	FAX NUMBER: <i>619-443-9321</i>

\*EXCLUSION: This form shall not be used for any public works services over \$1000 involving maintenance, repair, or alteration of buildings or facilities including laying of carpet as delineated in California Code Section 1720.