



# Ventura County Community College District

## PURCHASING DEPARTMENT

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March 12, 2019

### **RE: RFP 564 District Wide Beverage Vending Services**

Dear Prospective Bidders,

The Ventura County Community College District is inviting proposals for Beverage Vending Services at our three community colleges in the county. Following here is an information packet detailing the **Request for Proposal 564 District Wide Beverage Vending Services** for the Ventura County Community College District. The packet includes General Instructions to Bidders, General Information, Supplemental Questions sheet and Bid Proposal forms with Drug Free and Non-Collusion forms.

The College District is seeking beverage vending machine providers to place, service and stock machines throughout the three campuses. The offering of beverage sales to students and faculty is a necessary convenience to the colleges. The District is interested in your proposal to offer this vending service on the campuses with the return of a percentage of sales offered to the District as commissions.

**There is a non-mandatory jobwalk scheduled that will begin at 10:00 a.m., Thursday, March 21, 2019.** Bidders are to meet at the Student Center/Bookstore Building entrance at Moorpark College, 7075 Campus Rd., Moorpark, CA 93021. The jobwalk will continue to Oxnard and Ventura Colleges to view the site and vendor locations.

Questions about the RFP must be submitted in writing by e-mail to the below Purchasing Specialist by March 28, 2018. Answers to questions will be posted to the website when they are available.

The deadline for submission to this RFP is on or before **3:00 pm, Wednesday, April 10, 2019.** Proposals should be enclosed in a sealed envelope addressed and delivered to the Ventura County Community College District, Purchasing Department, at 761 E. Daily Drive, St. 200, Camarillo, CA 93010.

*All RFP proposals must be clearly marked with the RFP number and title. No electronically submitted or faxed proposals will be accepted. Proposals that arrive after the time stated will be returned to the Bidder unopened.*

It is the responsibility of the Bidder to verify that their proposal has been received by the VCCCD Purchasing Department prior to the opening date. Verification of receipt can be made through the Purchasing Specialist or front office desk.

Thank you for your interest in working with the College District.

**Janice Kisch**

Purchasing Specialist

[jkisch@vcccd.edu](mailto:jkisch@vcccd.edu) / 805-652-5561



## REQUEST FOR PROPOSAL 564

### **Districtwide Beverage Vending Services** Ventura County Community College District

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#### **Exhibits:**

- A. Population & Demographics
- B. Estimated Annual Sales Volume
- C. Sample Commission Form
- D. Academic Calendars
- E. College Maps

Ventura County Community College District  
**RFP 564 Districtwide Beverage Vending Services**

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**REQUEST FOR PROPOSALS**

The Governing Board of the Ventura County Community College District will receive proposals for **RFP 564, Districtwide Beverage Vending Services**, in accordance with specification standards and proposal requirements, copies may be found at <https://purchasing.vcccd.edu/>

Each bid is to be completed on the forms that are included in the bid documents or issued addenda. An optional jobwalk will be on March 21, at 10:00 a.m. starting at Moorpark College and continues to other colleges.

Proposals must be returned sealed and marked with bid number and title, to the Purchasing Department of said College District at 761 E. Daily Drive, Suite 200, Camarillo CA 93010 by or before **3:00 PM Thursday, April 11, 2019**, at which time proposals will be opened.

In accordance with Section §1773 of the California Labor Code, if applicable, workers shall not be paid less than the specified prevailing rates of wages in execution of the contract.

Janice Kisch, Purchasing Specialist

Published: March 12 & 20, 2019

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<b>Schedule of Events</b>		<b>Date</b>
1.	Release of RFP and Advertising	March 12 & 19
2.	Jobwalk at Colleges, (existing machines)	March 21
3.	Last day for Proposal Questions	March 28
4.	District to Response to Questions	April 2
5.	RFP submittals due no later than 3:00 pm PDT	April 11

## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT GENERAL INSTRUCTIONS TO BIDDERS

1. **Definitions:** The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.
    - a. "RFP" means an offer, made in response to a solicitation, to perform a contract for services, labor or to supply goods or materials at a specified price.
    - b. "Bidder" means a supplier who submits a RFP to the District in response to a solicitation.
    - c. "Purchasing Agent/Buyer," means the Ventura County Community College District authorized contracting official.
    - d. "District" means Ventura County Community College District.
  2. **RFP Packet:** This RFP Packet consists of the following: Cover Letter, General Instructions, RFP Specifications and a Bid Form.
  3. **RFP Proposal:** RFP proposals, to receive consideration, should be made in accordance with the following instructions:
    - a. Should a Bidder find discrepancies and/or omissions from the drawings or documents, or should be in doubt as to meaning, the Bidder should contact the Purchasing Agent/Buyer listed in the RFP Packet. Neither the District nor its representative will be responsible for any oral instructions. No addenda will be issued later than five (5) days prior to the date set for the opening of RFP. Inquiries affecting RFP will be answered in writing and distributed to all Bidders in the form of addenda to the RFP.
    - b. All addenda or bulletins issued during the bidding period are to be considered part of the RFP and be included in the RFP proposal.
    - c. RFP proposals, enclosed in a sealed envelope, shall be addressed and delivered to Ventura County Community College District Administration Center, Attn: Purchasing Department, 761 E. Daily Drive, Camarillo, CA 93010, before the time stated in the RFP Packet. Each envelope shall bear the Number of the RFP, Title of the RFP and the Name of the Bidder. **No electronic (e-mail) or faxed RFP proposals or amendments to RFP proposals will be accepted.** All RFP proposals must include a signed and dated Bid Form to be eligible for consideration. Bid Form must be signed by a responsible officer of the bidding company in order to be considered.
- It is the responsibility of the Bidder to verify that their RFP has been received by the District's Purchasing Department prior to the RFP opening. Verification of receipt can be made through the Purchasing Agent/ Buyer listed in the RFP Packet.***
4. **Specifications:** The use of a manufacturer, product brand name or make in the specifications is not intended to restrict Bidders. The specification establishes the character or quality of the article desired. Alternative materials or goods on which other proposals are submitted must, in all cases be equal or exceed in every detail to the item specified. RFP must clearly state the brand, make or model number. Alternative goods and materials are subject to review and must be approved prior to the date listed on the RFP specifications. The District, for inspection and specification testing, may require samples of RFP items. Samples furnished must be free of expense to the District. Samples furnished must also be identical in all respects to the products specified in the RFP. Samples, if not destroyed by tests, and if requested, will be returned at the Bidder's expense. All goods furnished under this contract shall be newly manufactured goods. Used or reconditioned goods are prohibited, unless otherwise specified.
  5. **Prices:** Prices shall be included within the Proposal Documents as appropriate for each individual sale item. Taxes shall be included at the Ventura County sales tax rate per the cities therein. The tax rate in Camarillo and Moorpark is 7.25%, the Oxnard and Ventura rate is 7.75%, and the tax rate in Santa Paula is 8.25%. Pricing should be valid for the period as indicated in the RFP proposal/pricing forms, unless otherwise stated in the RFP response.

6. **Quantity:** All quantities are estimates and may vary upon actual ordering of units. The District reserves the right to increase or decrease quantities, all or part of the items may be awarded. Over shipments will be returned at the Bidder's expense.
7. **Delivery:** Time and manner of delivery are essential factors in proper performance under the contract. Promptness of delivery may be a factor in awarding the RFP. Unless otherwise specified, the Bidder(s) shall be responsible for delivery and shall pay all costs, including drayage, freight, packing and insurance costs for delivery FOB Destination as specified in the RFP. Where specific authorization is granted to ship goods FOB Point of Origin, Bidder(s) agrees to prepay all shipping charges, routing the least expensive method. Each invoice will list shipping charges as a separate line item on the invoice and shall include the original or a copy of the freight bill (excluding postal charges). No COD shipments will be accepted.
8. **Contract Renewal:** The term of the contract is stated in RFP documents. Per Education Code § 81644 contracts for goods and materials may not exceed three (3) years, contracts for services may not exceed five (5) years. Bidder and the Purchasing Agent/Buyer, representing the District, must mutually agree upon allowances for manufacturer price increases and decreases, during the term of the contract.
9. **Prevailing Wage:** In accordance with Section §1771 of the California Labor Code, except for public works projects of one thousand dollars (\$1,000) or less, as defined in Section §1720, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in this chapter, shall be paid to all workers employed on public works. This section is applicable only to work performed under contract, and is not applicable to work carried out by a public agency with its own forces. This section is applicable to contracts let form maintenance work.  
  
In accordance with Section §1773 of the California Labor Code, the Contractor shall post a copy of the determination prevailing rates of wages at each job site. A copy of these determinations, entitled "PREVAILING WAGE SCALE" is available to any interested party through the internet at: [www.dir.ca.gov](http://www.dir.ca.gov). The Contractor and any Subcontractor(s) shall not pay less than the specified prevailing rates of wages to all workers employed by them in execution of the contract when applicable.
10. **References:** Bidder may be required to provide a reference list of current customers using materials, goods or services similar to those specified in the RFP.
11. **Withdrawal of RFP:** RFP proposals may be withdrawn by the Bidder prior to, but not after the scheduled opening by notifying the Purchase Agent/Buyer listed in the RFP Packet. It shall be at the sole discretion of the District to allow Bidder to withdraw a RFP. If evaluation and award of the RFP will be based on award of "all or none" of the items or services, the withdrawal must be for the entire RFP. If the evaluation and award of the RFP will be based on line items, sections, combination of items, the District may consider permitting withdrawal of specific line item(s), sections combinations of items or services.
12. **Opening of RFP Proposals:** RFP proposals will be opened and read at or shortly after the time set in the advertised Notice Inviting RFPs, unless otherwise stated in the RFP Packet. Bidders or their representatives, and other interested persons, may be present at the opening of RFP proposals. RFP proposals that arrive after the time set for RFP opening will be returned to the vendor unopened and considered non-responsive.
13. **Bidders Interested in More Than One Bid/RFP:** No person, firm or corporation shall be allowed to make, file, or be interested in more than one bid/RFP for the same work unless alternate bids/RFPs are specifically stated.
14. **Award or Rejection of RFPs:** The RFP, if awarded, may be awarded in compliance with these instructions and based on the evaluation criteria within this packet. The competency and the responsibility of Bidder(s) will be considered in making the award of RFP. Prior to RFP award, the District may require the Bidder(s) to furnish evidence satisfactory to the District that it has sufficient means and experience in the type of work called for to assure completion of the contract in a satisfactory manner. The District reserves the right to reject the RFP of any Bidder(s) who have previously failed to perform properly or to complete on-time

contracts with the District. The District reserves the right to reject any or all RFPs or alternates and waive any informality or irregularity in the RFP or in the bidding.

The District will evaluate the responses to the RFP based on strength of operations, quality, price, service of existing locations, and financial return to the District. In-kind equipment and/or benefits listed in RFP responses will be considered in determining the award of RFP.

15. **Form of Contract:** The form of contract which, the successful Bidder, will be awarded is a District Purchase Order referencing RFP specifications and other contract documents.
16. **Hold Harmless:** The Bidder shall hold the Ventura County Community College District, its officers, agents, servants and employees harmless from liability. The Bidder agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation or use of services or goods and materials purchased herein. The Bidder further agrees to assume all expenses and damages arising from such claims, suits and proceedings.
17. **Anti-Discrimination:** Bidder hereby certifies that in performing services or providing materials or goods for the District, there shall be no discrimination in hiring or employment practices because of sex, race, color, ancestry age, national origin, disability, disabled veteran status, or religious creed. The Bidder further agrees to comply with all applicable Federal regulations and California Fair Employment Practice Act.
18. **Invoices and Payments:** Unless otherwise specified, the Bidder shall render invoices for materials, goods and services under the contract to the Ventura County Community College District Administration Center, Accounts Payable Department, at 761 E. Daily Drive, Camarillo, CA 93010. Invoices shall be submitted on a form acceptable to the District under the same firm name as shown on contract. All invoices, packing lists, packages, and shipping notices shall contain the applicable purchase order number. The Bidder shall list separately any taxes payable by the District.
19. **Default by Bidder:** The District shall hold the successful Bidder responsible for any damage, which may be sustained because of the failure or neglect of Bidder to comply with any terms or conditions listed herein. In the event of a breach by the Bidder of any of the provisions in the RFP or subsequent contract, the District reserves the right to cancel and terminate this contract forthwith upon giving oral and/or written notice to the Bidder.
20. **Independence of RFP:** Unless the Bidder is furnishing a joint RFP, by submitting this RFP, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.
21. **Participation by Other Public Entities:** Other public entities in the State of California may procure items and /or services off this RFP under the same terms and conditions stated in this RFP.
22. **Warranty:** Unless otherwise specified, the warranties contained in this contract begin after acceptance of merchandise has occurred. Bidder will include all written information on any warranty provided by Bidder or the manufacturer.
23. **Disputes:** The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Bidder shall submit to the Purchasing Agent/Buyer, the "Bidder Protest" form within five (5) working days after being notified by the Purchasing Department of the proposed award. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all protests in writing. The Board of Trustees will not consider protests from Bidders and/or their agents during a public meeting if they have not followed this procedure.
24. **Rehabilitation Act of 1973:** Vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, part 1194. Vendor agrees to promptly respond to and resolve any complaint regarding accessibility of its products or services, which is brought to its attention.

Vendor further agrees to indemnify and hold harmless the Ventura County Community College District, the Chancellor's Office of the California Community Colleges, and any California Community College using the vendor's products or services from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.

25. **Security/Bond:** The District reserves the right to request Bidders Security/Bond if stated in the RFP documents.
26. **Artwork:** Any artwork produced for this project is the sole property of the District and shall be forwarded to the Purchasing Department at 761 E. Daily Drive, Camarillo, CA 93010 upon completion of this project.
27. **Insurance:** Vendors providing services to the Ventura County Community College District cannot begin work until the proof of insurance has been submitted and approved by the District. Satisfactory proof of insurance consists of a certificate of insurance on an ACORD™ Form and a policy endorsement issued by the Vendor's insurance company that references the policy number and the District named as additionally insured. Except for worker's compensation insurance, the policy shall not be amended, modified or the coverage amounts reduced without the District's prior written consent. The District shall be furnished thirty (30) days written notice prior to cancellation of the insurance. Vendors shall not allow any Subcontractor, employee or agent to commence work until the insurance required has been obtained.

The following are the insurance minimums required by the District and must be submitted with an executed copy of the contract;

- A) **WORKER'S COMPENSATION INSURANCE**. Vendors must maintain Worker's Compensation Insurance on all employees to be engaged in work for the District. In case of any such work sublet, the Vendor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees employed in connection with the work unless the Vendor's insurance covers the subcontractor and its employees.
- B) **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**. Vendors shall maintain Public Liability Insurance in an amount not less than \$1,000,000 for injuries, including accidental death to any one person and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident, and Property Damage Insurance in an amount not less than \$1,000,000. Any subcontractor employed in connection with the work shall maintain such insurance unless the Vendor's insurance covers the subcontractor and its employees.
- C) **AUTOMOBILE LIABILITY INSURANCE**: \$1,000,000 combined single limit per accident or bodily injury and property damage.

# Ventura County Community College District

## RFP 564 Districtwide Beverage Vending Services

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### INTRODUCTION

Sealed proposals must be submitted to the Ventura County Community College District Purchasing Department before **3:00 pm, Thursday, April 11, 2019** to be considered.

The District seeks a supplier to ensure that high-quality, responsive, beverage vending services are provided for its college campuses. Beverage vending is an important service for students, faculty and staff of the District. There are no cafeteria services at two of the three Colleges and so beverage vending is an important offering to attending students and faculty. The vending machine locations will be discussed and viewed in detail on the Jobwalk that accompanies this RFP.

**There is a non-mandatory jobwalk scheduled for this proposal that will begin at 10:00 a.m., Thursday, March 21, 2019.** Bidders are to meet at the Student Center/Bookstore Building entrance at Moorpark College, 7075 Campus Rd., Moorpark, CA 93021. The walk will continue to Oxnard and Ventura Colleges to view the vending areas.

The selected contractor will be required to furnish and install beverage vending machines, coolers and beverages at all existing locations within 60 days after the award of the RFP. It is the District's intention to make a decision and notify the successful firm in May of 2019, allowing time for the successful firm to plan its implementation and have beverages available soon after the award.

In order to obtain the most advantageous commissions, pricing of products, and to ensure a commitment between the District and the Contractor the District is offering an exclusive contract to provide beverage vending services. As a result, the District expects that the contractor will offer its products, services, commissions and prices consistent with current national and local contracts. Pricing should also be consistent with other schools and colleges.

This RFP for beverage vending service does not include snack foods, food items or hot beverages.

The term for this proposal will be for three (3) years, with an appropriate termination clause for non-performance by awarded vendor.

Proposals should discuss/address all sections below in their Proposal. It is highly desirable that proposals be prepared in accordance with the following outlined sections so the District can easily compare proposals, although it is not required to be exactly in this order so long as all information is provided and clear. Provide as much information about your firm, vending units, service, products, and guarantees that you think will assist the District in evaluating your firm's ability to perform this contract.

Proposals should be complete, signed, and have all questions answered on the District-provided forms: Proposal Certification Sheet, Drug-Free Workplace, Non Collusion and Supplemental Questions.

**Questions about the RFP must be submitted by e-mail to [Jkisch@vcccd.edu](mailto:Jkisch@vcccd.edu) no later than 3:00 pm. March 28, 2019.** Answers to questions will be posted to the VCCCD-Purchasing website.

### Existing Beverage Service Information

The current beverage vending situation is briefly described below. It is recommended that vending stations remain at their current locations, or similar due to past sales reports and available utilities. These locations are also uniformly spread throughout the campus for accessibility to the students and



faculty. As previously stated, the replacement of existing machines or additional machines may be required as facilities are expanded or volume of sales increases. However the addition, removal or placement change of machines must be mutually agreed upon by the District and the awarded vendor.

**Bookstores:** There are beverage coolers that are kept stocked in the bookstores at each campus. The coolers are the property of the incumbent beverage provider that services and stocks beverages for the Barnes & Noble bookstores. Any commission from sales in the bookstores will be to Barnes & Noble. The sale of beverages in the bookstores and stock of the coolers is considered a part of this RFP. Note: This RFP concerns only Beverage Vending. No snack, food items or hot beverages are included.

### Summary of Existing Vending Units:

	Address	Number of Units
Moorpark College	7075 Campus Rd. Moorpark, CA 93021	17
Oxnard College	4000 S. Rose Ave Oxnard, CA 93033	11
Fire Academy (Oxnard College)	104 Durley Ave Camarillo, CA 93010	2
Ventura College	4667 Telegraph Rd. Ventura, CA 93003	15
Day Road Facility (Ventura College Foundation)	71 Day Rd. Ventura, CA 93003	1
Santa Paula (Ventura College East Campus)	957 Faulkner Rd, 106 Santa Paula, CA 93060	1

#### Moorpark College

- Campus Operating Hours:  
Monday – Thursday 8:00 a.m. – 10:00 p.m. & Friday 8:00 a.m. to 12:00 p.m.
- This college has the largest student body of the three campuses. The location is also one of the warmest in the summer months. The beverage vending machines can be expected to run low daily and must be restocked at least 2 or 3 times a week or as needed to keep appropriately stocked. It is critical that these machines are stocked and maintained regularly.
- The campus has a dedicated vending area located in the Campus Center Food Court that houses snacks, fresh foods and beverage machines.

#### Oxnard College

- Campus Operating Hours:  
Monday – Thursday 8:00 a.m. – 10:00 p.m. & Friday 8:00 a.m. – 5:00 p.m.
- Oxnard College includes the main campus located on South Rose Ave and the Fire Academy located on Durley Ave in Camarillo, CA. Each of these locations has beverage vending machines.

#### Ventura College

- College Operating Hours:  
Monday – Thursday 8:00 a.m. – 10:00 p.m. & Friday 8:00 a.m. – 5:00 p.m.
- Ventura College includes the main campus located on Telegraph Road, East Campus located on Faulkner Road in Santa Paula and Ventura College Foundation located on Day Road. Each of these locations has beverage vending machines.

## **RFP Required Information**

### **Section 1: Contractor Information**

Contractor should provide a company profile. Information should include but is not limited to the following:

- Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
- Location of the company offices
- Listing of clients in Ventura, Santa Barbara, or LA County
- Location of the office proposed to service the District account
- Number of employees locally and nationally
- Locations from which employees will be assigned, especially servicing personnel Sub-contractor information if subcontractors are used.
- Brief company history and statement of qualifications
- Length of time contractor has been in business providing the services described.

### **Section 2: Contractor References**

Contractors should provide a minimum of three (3) current references for installations of the same size and scope of this Request. One reference must be of a college or school district. All three references may be checked/verified by the District. Additional references are encouraged. Contractors should provide a reference sheet to attach to the RFP submitted. Reference information should include:

- Company/Client name and phone/contact number
- Description of services (number of machines, etc.)
- Contract Service dates

The District reserves the right to discuss the Contractor's qualifications with other college or school districts with whom the contractor has known to do business whether or not those Districts are listed as references by the contractor or not.

### **Section 3 - Equipment**

Describe and list the equipment and proposed products/beverage types in the RFP response. The contractor is responsible for all costs related to equipment purchase, installation and maintenance, including vandalism and theft. If there are major changes to existing machine areas, or construction in new areas, the District assumes no responsibility for these machines, but will exercise reasonable care to permit only authorized Contractor personnel or contractor's subcontractor personnel, if any, to remove or repair any of these machines.

- A. Contractor will supply vending machines, quantity and location, as mutually agreed upon by contractor and College.  
Machines that are added or replaced through the duration of the contract must meet the same specifications as the machines installed at the commencement of the contract. Replacement of existing machines or additional machines may be required as facilities are expanded or volume of sales increases. The addition of machines must be mutually agreed upon by the District and the awarded vendor. All vending machines shall meet Section 504 of the Federal Disability Requirements.
- B. Machines shall appear new, clean, undamaged, with no visible dents, chips rust, scratched plastic parts, broken glass, etc. The District prefers that the machines used are energy-efficient. The District prefers that all or most machines used are new, or in like-new condition.  
If machines are not new, the vendor must indicate the age of the equipment in their proposal. If the machine does not appear to be new, in the District's opinion, the District may request the vendor to replace the machine.

- C. Vending machines should have a meter or other means that can track sales and coins/cash received. Describe your firm's policy to allow the District to monitor such meters.
- D. Contractor will be responsible for all repairs, upkeep, cleaning and maintenance of vending equipment and any other equipment it provides for use on District property. The contractor must ensure that each vending machine is not out of service for more than 24 to 36 hours from the time of notification. Contractor must discuss in their proposal its guarantees to replace mal-functioning machines within 3-4 days of the District's request.
- E. Describe your equipment such as the number of slots, age and condition of the machines to be used. Provide manufacturer and model numbers, their functionality or provide detailed brochures. Please state specifically if the machine will return change if the item selected is sold out. Indicate the currency amounts that the machines will accept. The District prefers that machines accept and can change out one and five dollar bills.
- F. The District requires that the machines installed will accept debit or credit card payments. Please indicate if your machines will accept this type of card payment option.
- G. The District shall furnish, at no cost to the Contractor, the electrical power necessary for the operation of the vending machines. A projection of the maximum annual electrical cost and maximum aggregate annual electrical consumption per machine shall be included in the proposal. The District shall take reasonable measures, consistent with the District mission, to avoid power loss and to restore power if, and when, a power outage occurs. The contractor shall provide the amperage of the machines and electrical consumption in their proposal. Excessive power consumption will be reviewed during the course of the contract and such machines must be replaced.  
 The District may be interested in installing power saving devices to the machines. Please ensure that your machines are adaptable or if such device may be included with the machines in your proposal. Include documentation regarding the energy efficiency of proposed machines to be placed in the District.  
 The Contractor shall make recommendations for the purpose of determining electrical outlets and vending machine locations within new or significantly reconfigured schools or facilities. However, final decisions regarding the location of electrical outlets and vending machines shall be solely determined by each college.

#### **Section 4 - Service**

The Contractor shall keep the vending machines fully stocked of all advertised product, in a timely manner, so as to maximize sales. The District requires a response to a service call for repair and/or stocking within 24 hours of the call.

- A. The contractor shall provide all labor, supplies and maintain a custodial schedule for each vending area to ensure that all equipment is clean and sanitary, that the vending area will be free of debris and spills, and all debris will be removed from the area during normal operating hours. The District will be responsible for custodial services in those areas adjacent to the vending area.
- B. Machines should be clearly marked with the Contractors contact information in case of malfunction or problems.
- C. The contractor's personnel shall, at all times, be dressed in either service uniforms showing the contractor's name or wear clearly visible name tags or shirts, and shall observe all District regulations in effect. The contractor shall be responsible for furnishing its service personnel with the proper company uniforms, shirts or name tags.

- D. Address the number and type of personnel that will be available to manage our account and their experience. Discuss how your firm will provide coverage in the event of personnel absence or vacation. Clearly confirm the number of personnel that will be dedicated to our account.
- E. Describe your firm's frequency of stocking and servicing the equipment in accordance with our requirements.
- F. The contractor's delivery vehicles must have the Contractors' company name visible. Drivers shall obey all speed limits and traffic laws.
- G. The Contractor shall have a refund policy that meets industry standards. Please describe this refund procedure.
- H. The District is interested in having a healthy variety of beverages available to its students; please include these details in your proposal. The Contractor may provide a plan to assist the District to promote educate and advertise the healthy beverages available and their benefits.
- I. Collections of monies shall be performed in a professional manner at such frequencies that are consistent with proper security and accounting procedures. The District reserves the right to accompany the Vendor during collections and witness the counting of monies collected.
- J. The successful Contractor shall not have the right to sell, assign, or transfer any rights or duties under this contract without the specific written consent of the District. If your firm plans on using any sub-contractor, you must clearly indicate this intent within the documents submitted. Under no circumstances will the District accept a check from a subcontractor.

## Section 5 – Commissions & Pricing

The Contractor shall clearly state the commission(s) offered in the proposal submitted. An itemized listing of products and pricing must also be submitted. You may indicate the maximum overall percentage increase that may be applied in the future, (this is not to be construed as authorization by the District for automatic allowance of an increase in cost). When deciding whether to allow a price change, a written request is required. The written request for price increase must be received 60 days prior to the recommended date of the increase. Increases and their justifications will be considered annually as requested and in accordance with changes in the Consumer Price Index. (CPI), U.S. city average, and all items as published by the U.S. Bureau of Labor Statistics.

### Commissions:

The District will expect to receive a percentage of sales based on the below calculation. Commissions to the District are to be based upon Net Sales. This means the gross or complete product sales per month, excluding tax and CRV fees, (CRV- California Redemption Value).

Commission based sales shall be calculated as: **Net Sales (Vending Price-Tax-CRV), x Commission%**

### Example:

Gross Sale Price = \$25 case; Less TAX, (7.25% = \$1.82) = \$23.18; Less CRV (2.5% = \$0.58) = \$22.60; Total NET Sale is \$22.60 for one case of 24 cans of 12 ounce beverages.

Commission will be \$22.60 (Net Sale), multiplied by the commission percentage offered.

- A. Contractors should provide their best commission levels with the initial proposal since the District may award a contract based on initial proposals without any further discussions or negotiation. The evaluation team will consider the amount of commission a Contractor will offer the District, and the proposed initial price to be paid by the consumer for each product proposed for sale.

- B. Commissions should be based upon net sales (which is gross cost, less tax and CRV). Please indicate the type and variety of beverages we can expect and their cost.
- C. Reporting should be detailed and include machine number and/or location, vended quantity and price per item, total sales, preferably by coin and currency, with commissions per machine or item, taxes paid by vendor, commission percentages by machine, etc.

Please attach a sample of your sales and commission reports in the proposal. The contractor, by submitting a proposal, agrees that the District, or any of its duly authorized representatives, at any time during the contract period, shall have access to, and the right to audit and examine any pertinent books, documents, papers and records relating to the vendor's sales and performance of the contract.

- D. The District requires monthly accounting statements and payments within 15 days of the end of the month. Provide a sample monthly accounting statement from another organization as an attachment.
- E. Commission checks shall be made payable to Ventura County Community College District and delivered/mailed to the attention of **VCCCD Accounting Department, at 761 E. Daily Drive, Suite 200, Camarillo CA 93010.**
- F. Commission statements shall be broken down by machine and site and showing gross sales, taxes and commissions. The check and statement shall be received by the District not later than the fifteenth (15<sup>th</sup>) day of the month following the monthly commission reporting period.

#### **Section 6 - Evaluation Criteria**

The District will review and evaluate proposals which meet the proposal requirements noted herein. The District reserves the right to determine acceptability and equivalency of items or services proposed. Key areas of evaluation are as follows:

- A. Ability and experience in handling an account similar to the needs of VCCCD
- B. Commission Percentages offered
- C. Guaranteed response time
- D. Refund Policy and practices
- E. References
- F. Answers to Supplemental Questions
- G. Price of vending products

#### **Section 7 - Suggested Attachments**

- Brochures/Information on vending machines proposed
- Lists of beverages to be provided (not including food or snacks)
- Sample of monthly commission reports
- Financial Information
- Proposal Certification Sheet
- Supplemental Questions Sheet
- Sample Commission/Sales Report
- Reference List
- Proof of Insurance

**RFP 564 Districtwide Beverage Vending Services  
Ventura County Community College District**

**Supplemental Questions**

1. How many years of experience do you or your firm have with the business of vending products?

---

2. Describe your refund policy and method for reimbursement in the case of a machine malfunction.

---

---

3. Has your firm had a contract that was not renewed or cancelled by a client in the last two years?  
\_\_\_ Yes \_\_\_ No     If yes, please explain:

---

---

4. How do you prevent route drivers from under or over-reporting sales and commissions?

---

5. What types of beverages and machines do you offer for vending?

---

6. What qualifications determine the need for adding a new machine to your current service areas?

---

7. What types of healthy choice drink options will be offered? Please state or attach list.

---

Name of Company or Firm:	Initials:	Date:
--------------------------	-----------	-------

**Exhibits to Follow:**

- A) Student and Faculty Population and Demographics of the District
- B) Summary of Sales Volume for 2018
- C) Sample of one month vending machine statement of sales by campus
- D) Current Academic Calendars for FY19 and FY20 showing any breaks or service dates for classes
- E) College Maps



## Ventura County Community College District RFP 564 District Wide Beverage Vending Services

---

### Exhibit A: College Population & Demographics

There are approximately 30,548 students enrolled District-Wide. The enrollment statistics below are from the 4<sup>th</sup> week of Fall 2017 and Spring 2018. Enrollment is further broken down by each college below followed by number of employees.

**Note:** Some students attend more than one VCCCD college; therefore the district total is less than the sum of college enrollments.

<b>FALL 2017</b>	<b>Students</b>	<b>Employees</b>	<b>Total</b>
Moorpark College 7075 Campus Road Moorpark, CA 93021	14,279	708	14,987
Oxnard College 4000 South Rose Avenue Oxnard, CA 93033	7,421	376	7,797
Ventura College 4667 Telegraph Road Ventura, CA 93003	13,064	670	13,734
<b>Grand Totals:</b>	<b>34,764</b>	<b>1,754</b>	<b>36,518</b>

<b>SPRING 2018</b>	<b>Students</b>	<b>Employees</b>	<b>Total</b>
Moorpark College 7075 Campus Road Moorpark, CA 93021	13,574	715	14,289
Oxnard College 4000 South Rose Avenue Oxnard, CA 93033	7,131	368	7,499
Ventura College 4667 Telegraph Road Ventura, CA 93003	12,679	662	13,341
<b>Grand Totals:</b>	<b>33,384</b>	<b>1,745</b>	<b>35,129</b>

### VCCCD Students by Census Age Category – Spring 2018

<b>Age Group</b>	<b>Number of Students</b>	<b>Percentage</b>
19 years or younger	9,966	32.62
20-24 years	11,955	39.13
25-29 years	3,833	12.55
30-34 years	1,710	5.60
35-39 years	975	3.19
40-49 years	1153	3.77
50-59 years	679	2.22
60 year or older	281	0.92





**Ventura County Community College District**  
RFP 564 District Wide Beverage Vending Services - 12 months of 2018

**Exhibit B: Estimated Annual Sales Volume for 2018**

Location	January	February	March	April	May	June	July	August	September	October	November	December
Oxnard College	\$1,800.91	\$1,529.33	\$1,373.74	\$905.61	\$2,969.29	\$347.67	\$1,174.57	\$1,259.42	\$1,843.08	\$1,949.21	\$1,202.23	\$1,198.41
Moorpark College	\$2,279.12	\$3,251.66	\$1,869.90	\$2,751.34	\$1,895.12	\$245.36	\$1,738.19	\$2,404.96	\$4,174.00	\$3,854.17	\$2,130.05	\$1,812.00
Ventura College	\$2,313.42	\$2,041.18	\$1,529.05	\$1,788.47	\$1,367.66	\$538.10	\$684.42	\$1,083.29	\$2,768.92	\$2,803.20	\$1,756.09	\$1,176.66
<b>Total</b>	<b>\$6,393.45</b>	<b>\$6,822.17</b>	<b>\$4,772.69</b>	<b>\$5,445.42</b>	<b>\$6,232.07</b>	<b>\$1,131.13</b>	<b>\$3,597.18</b>	<b>\$4,747.67</b>	<b>\$8,786.00</b>	<b>\$8,606.58</b>	<b>\$5,088.37</b>	<b>\$4,187.07</b>

Total Commissions per Campus	
Oxnard College	\$17,553.47
Moorpark College	\$28,405.87
Ventura College	\$19,850.46

12 Month Total	\$65,809.80
----------------	-------------

# Exhibit C: Vending Machine Statement Samples



Recipient 1 Number: 601809198  
 Recipient Name: VCCCD MOORPARK COLLEGE FSC  
 Commission Amount:  
 Settlement Date: 11/05/2018

Recipient 2 Number:  
 Recipient Name:



Customer	Cust. Name	Equip. Loc	Unit Sold	Theo. Cash	Total Cash	Comm.	YTD Comm.
601679684	MOORPARK COLLEGE	MC IS HS	502				
601679685	MOORPARK COLLEGE	CONT MC	105				
601679687	MOORPARK COLLEGE	CONT MC	859				
601679692	MOORPARK COLLEGE	CONT MC	230				
601679700	MOORPARK COLLEGE	CONT MC	133				
601682071	MOORPARK COLLEGE	CONT MC	164				
601682086	MOORPARK COLLEGE	MC IS GF	622				
601682090	MOORPARK COLLEGE	MC IS GF	429				
601682111	MOORPARK COLLEGE	MC IS GF	739				
601682113	MOORPARK COLLEGE	MC IS GF	864				
601682177	MOORPARK COLLEGE	CONT MC	321				
601682187	MOORPARK COLLEGE 6	MC IS GF	466				
601688853	MOORPARK COLLEGE	CONT IS	931				
601688860	MOORPARK COLLEGE	GFV 7 IS	559				
Total			6,924				

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GreatLakes Reyes Bottling Accounts Payable Customer Service  
 6250 North River Road (888) 890-7377  
 Rosemont IL 60018



Void after 180 days CHECK NO.  
 DATE 11/16/2018

Pay

TO THE ORDER OF

VCCCD MOORPARK COLLEGE FSC  
 761 E DAILY DR STE 200  
 CAMARILLO CA 93010

Seq#: 000958



CHECK AMOUNT

AUTHORIZED SIGNATURE



Recipient 1 Number: 601809197  
Recipient Name: VCCD OXNARD COLLEGE FSC  
Commission Amount:  
Settlement Date: 11/05/2018

Recipient 2 Number:  
Recipient Name:  
Commission Amount:



Customer	Cust. Name	Equip. Loc	Unit Sold	Theo. Cash	Total Cash	Comm	YTD Comm.
500450653	OXNARD COLLEGE	O/S LIBR	162				
601681541	VENTURA COUNTY FIRE ACADEM	FIRE IS	75				
601681542	VENTURA COUNTY FIRE ACADEM	FIRE IS	328				
601681543	OXNARD COLLEGE	OC IS CA	478				
601681544	OXNARD COLLEGE	OS CAFE	353				
601681545	OXNARD COLLEGE	OS CAFE	136				
601681546	OXNARD COLLEGE	OS LA6 M	89				
601681547	OXNARD COLLEGE	OC OS LA	148				
601681548	OXNARD COLLEGE	OC OS PE	120				
601681549	OXNARD COLLEGE	OC OS LA	328				
601681550	OXNARD COLLEGE	OC OS LS	124				
601681551	OXNARD COLLEGE	OC OS LI	333				
601681553	OXNARD COLLEGE	OC OS OE	282				
601681554	OXNARD COLLEGE	OC OS OE	371				
Total			3,327				

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GreatLakes Reyes Bottling Accounts Payable Customer Service  
6250 North River Road (888) 890-7377  
Rosemont IL 60018



Void after 180 days  
DATE 11/16/2018

CHECK NO.  
5088627

Pay

TO THE ORDER OF

VCCD OXNARD COLLEGE FSC  
761 E DAILY DR, STE 200  
CAMARILLO CA 93010-0768

Seq#: 000957



CHECK AMOUNT

AUTHORIZED SIGNATURE



Recipient 1 Number: 601808230  
Recipient Name: VENTURA CTY COMMUNITY  
COLLEGE  
Commission Amount:  
Settlement Date: 11/05/2018

Recipient 2 Number:  
Recipient Name:  
Commission Amount:



Customer	Cust. Name	Equip. Loc	Unit Sold	Theo. Cash	Total Cash	Comm.	YTD Comm.
601681522	VENTURA COLLEGE	VC IS MC	585				
601681523	VENTURA COLLEGE	VC IS AT	176				
601681524	VENTURA COLLEGE	VC IS MC	874				
601681527	VENTURA COLLEGE	VC IS MI	661				
601681530	VENTURA COLLEGE	VC IS AT	103				
601681531	VENTURA COLLEGE	VC IS MI	183				
601681532	VENTURA COLLEGE	VC IS CA	281				
601681534	VENTURA COLLEGE	VC IS VC	148				
601681535	VENTURA COLLEGE	VC IS MC	1,008				
601681978	VENTURA COLG SANTA PAULA C	SP IS IN	262				
601682661	VENTURA COLLEGE	VC IS AU	216				
601688503	VENTURA COLLEGE DAY RD	IS BRKRM	71				
Total			4,568				

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GreatLakes Reyes Bottling Accounts Payable Customer Service  
6250 North River Road (888) 890-7377  
Rosemont IL 60018



Void after 180 days  
DATE 11/16/2018

CHECK NO.  
5088583

CHECK AMOUNT

TO THE ORDER OF

Seq#: 000913  
VENTURA CTY COMMUNITY COLLEGE FSC  
761 E DAILY DR STE 200  
CAMARILLO CA 93010



AUTHORIZED SIGNATURE

**Ventura County Community College District**  
2018-2019 Instructional Calendar

**SUMMER 2018**

**Moorpark College:**

4-Week Session, May Start: 5/21  
4-Week Session, June Start: 6/18  
4-Week Session, July Start: 7/16  
6-Week Session: 6/18  
8-Week Session: 6/18  
12-Week Session: 5/21

**Oxnard College:**

May Session: Starts 5/21 (runs 4 or 6 weeks)  
June Session: Starts 6/18 (runs 4, 6, or 8 weeks)  
July Session: Starts 7/2 (runs 6 weeks)  
July Session: Starts 7/16 (runs 4 weeks)

**Ventura College:**

4-Week Session, May Start-May 21-June 14  
6-Week Session, June Start-June 18-July 27  
8-Week Session, June Start-June 18-August 9

**Summer 2018**

	S	M	T	W	Th	F	S
May 2018	20	21	22	23	24	25	26
	27	28	29	30	31		
June 2018						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
July 2018	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
August 2018				1	2	3	4
	5	6	7	8	9	10	11

Holidays 5/28, 7/4

**Saturday Classes**

Possible Instructional Days:  
First Day of Instruction:  
No Instruction:  
Last Instruction Day/Final Exam:

Fall 2018

14  
8/25  
9/01, 11/10, 11/24  
12/15

Spring 2019

15  
1/12  
1/19, 2/16, 03/30  
5/11

**Fall Semester 2018: 88 days**

Instructional Days: 84  
Self-Assigned Flex Days: 3  
Mandatory Flex Days: 1  
First day of instruction for full-semester classes: 8/20  
Holidays: 9/3, 11/12, 11/22-23  
Final Exam Week: 12/13-12/19  
Last day of fall semester: 12/19

**Spring Semester 2019: 87 days**

Instructional Days: 84  
Self-Assigned Flex Days: 3  
Mandatory Flex Days: 0  
First day of instruction for full-semester classes: 1/7  
Holidays: 1/21, 2/15, 2/18  
Spring Break: 3/25-3/29  
Final Exam Week: 5/13-5/17  
Last day of spring semester: 5/17

**Fall 2018**

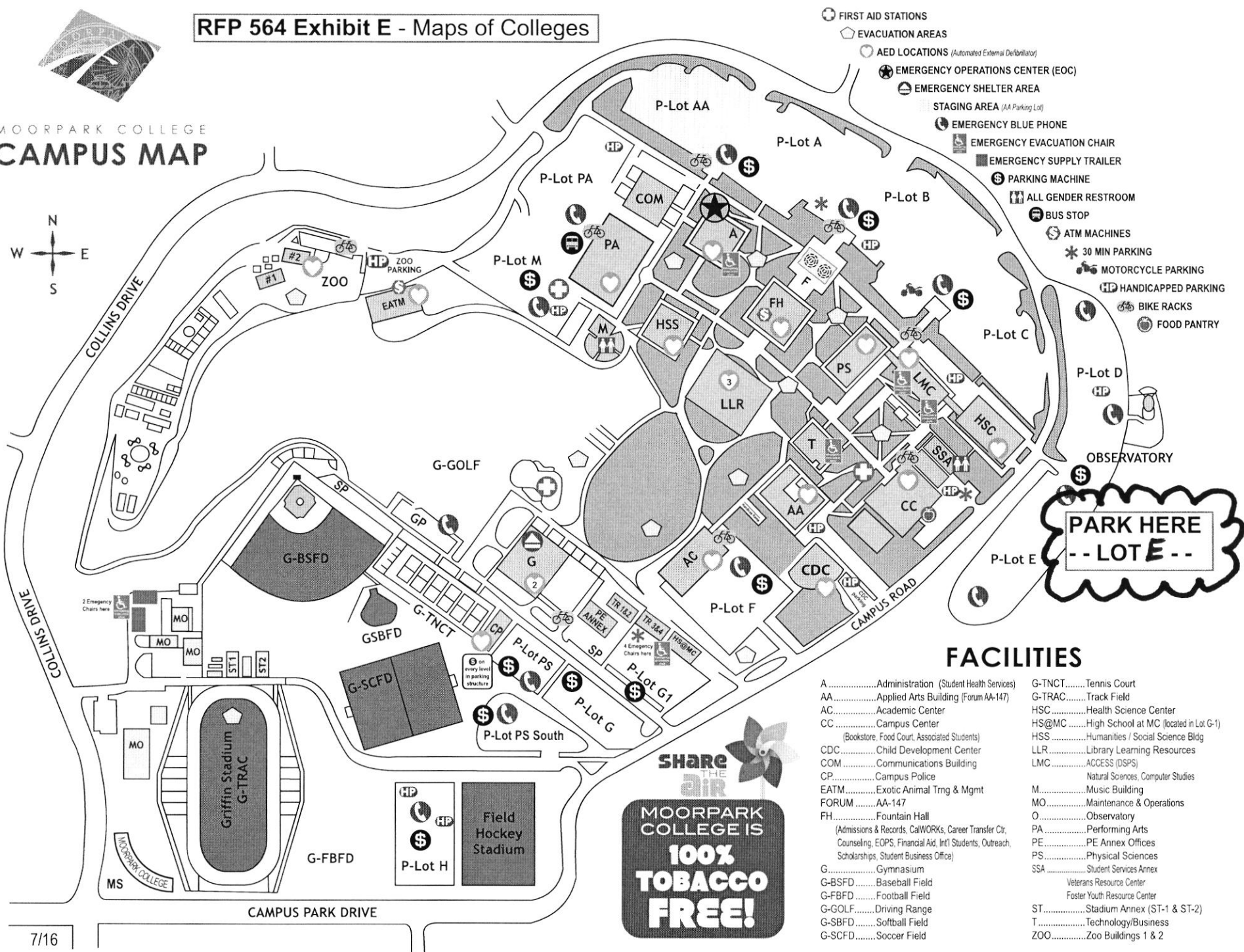
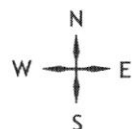
	S	M	T	W	Th	F	S	
August 2018				1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	1
	26	27	28	29	30	31		2
September 2018							1	
	2	3	4	5	6	7	8	3
	9	10	11	12	13	14	15	4
	16	17	18	19	20	21	22	5
	23	24	25	26	27	28	29	6
	30							
October 2018		1	2	3	4	5	6	7
	7	8	9	10	11	12	13	8
	14	15	16	17	18	19	20	9
	21	22	23	24	25	26	27	10
	28	29	30	31				11
November 2018					1	2	3	
	4	5	6	7	8	9	10	12
	11	12	13	14	15	16	17	13
	18	19	20	21	22	23	24	14
	25	26	27	28	29	30		15
December 2018							1	
	2	3	4	5	6	7	8	16
	9	10	11	12	13	14	15	17
	16	17	18	19	20	21	22	18
	23	24	25	26	27	28	29	
	30	31						

**Spring 2019**

	S	M	T	W	Th	F	S	
January 2019			1	2	3	4	5	
	6	7	8	9	10	11	12	1
	13	14	15	16	17	18	19	2
	20	21	22	23	24	25	26	3
	27	28	29	30	31			4
February 2019						1	2	
	3	4	5	6	7	8	9	5
	10	11	12	13	14	15	16	6
	17	18	19	20	21	22	23	7
	24	25	26	27	28			8
March 2019						1	2	
	3	4	5	6	7	8	9	9
	10	11	12	13	14	15	16	10
	17	18	19	20	21	22	23	11
	24	25	26	27	28	29	30	
	31							
April 2019		1	2	3	4	5	6	12
	7	8	9	10	11	12	13	13
	14	15	16	17	18	19	20	14
	21	22	23	24	25	26	27	15
	28	29	30					
May 2019				1	2	3	4	16
	5	6	7	8	9	10	11	17
	12	13	14	15	16	17	18	18
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		



# MOORPARK COLLEGE CAMPUS MAP



## FACILITIES

- |  |  |
|--|--|
| A.....Administration (Student Health Services)   | G-TNCT.....Tennis Court                          |
| AA.....Applied Arts Building (Forum AA-147)  | G-TRAC.....Track Field                           |
| AC.....Academic Center   | HSC.....Health Science Center                    |
| CC.....Campus Center   | HS@MC.....High School at MC (located in Lot G-1) |
| (Bookstore, Food Court, Associated Students)   | HSS.....Humanities / Social Science Bldg         |
| CDC.....Child Development Center   | LLR.....Library Learning Resources               |
| COM.....Communications Building  | LMC.....ACCESS (DSPS)                            |
| CP.....Campus Police   | Natural Sciences, Computer Studies               |
| EATM.....Exotic Animal Trng & Mgmt   | M.....Music Building                             |
| FORUM.....AA-147   | MO.....Maintenance & Operations                  |
| FH.....Fountain Hall   | O.....Observatory                                |
| (Admissions & Records, CalWORKs, Career Transfer Ctr,<br>Counseling, EOPS, Financial Aid, Int'l Studies, Outreach,<br>Scholarships, Student Business Office) | PA.....Performing Arts                           |
| G.....Gymnasium  | PE.....PE Annex Offices                          |
| G-BSFD.....Baseball Field  | PS.....Physical Sciences                         |
| G-FBFD.....Football Field  | SSA.....Student Services Annex                   |
| G-GOLF.....Driving Range   | Veterans Resource Center                         |
| G-SBFD.....Softball Field  | Foster Youth Resource Center                     |
| G-SCFD.....Soccer Field  | ST.....Stadium Annex (ST-1 & ST-2)               |
|  | T.....Technology/Business                        |
|  | ZOO.....Zoo Buildings 1 & 2                      |

**SHARE THE AIR**  
MOORPARK COLLEGE IS  
**100% TOBACCO FREE!**

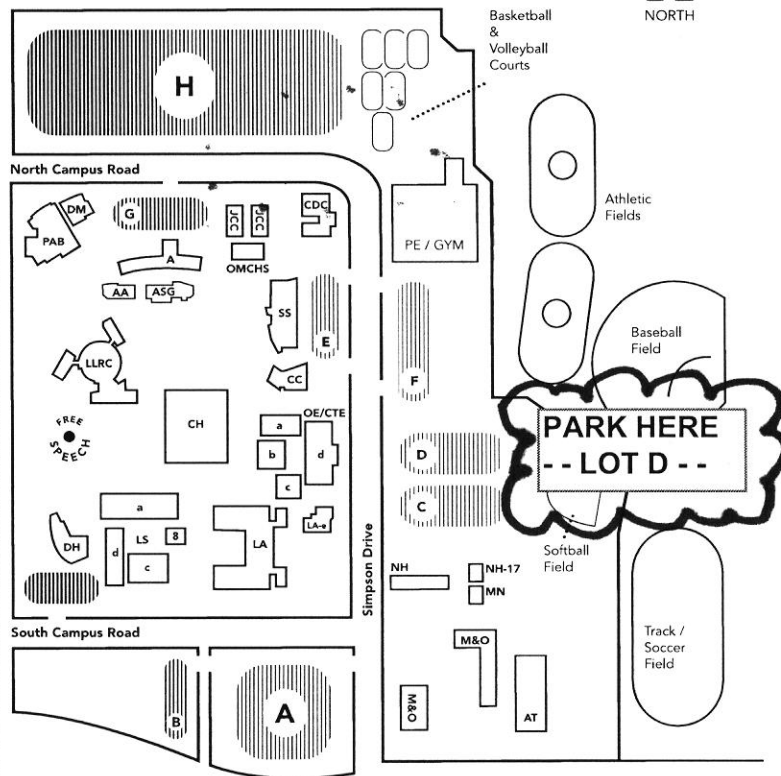


# OXNARD COLLEGE

4000 S. Rose Avenue, Oxnard, CA 91030

Rose Road

 smoke & tobacco free campus



Bard Road

W E L C O M E T O O X N A R D C O L L E G E

## BUILDINGS

ADMINISTRATION	A
ADMINISTRATION ANNEX	AA
ASSOCIATED STUDENT GOVERNMENT	ASG
AUTOMOTIVE TECH	AT
CHILD DEVELOPMENT CENTER	CDC
CONDOR CAFE	CC
CONDOR HALL (Classrooms + Offices)	CH
DIGITAL MEDIA CENTER	DM
DENTAL PROGRAMS	DH
JCC BUILDING	JCC
LETTERS & SCIENCE (Classrooms + Offices)	LS
a: 11-16 c: Faculty Office, Liberal Studies Division Office d: 1-7 LS-8	
LIBERAL ARTS (Classrooms + Offices)	LA
LA: 1-20 LA-a: Faculty Offices	
LIBRARY/LEARNING RESOURCE CENTER	LLRC
MAINTENANCE & OPERATIONS	M&O
MCNISH GALLERY	MN
NORTH HALL (Classroom + Offices)	NH
OCCUPATIONAL EDUCATION / CTE	OE
a: 1-5 b: Faculty Offices c: 10-12 d: 8,9	
OXNARD MIDDLE COLLEGE HIGH SCHOOL	OMCHS
PERFORMING ARTS BUILDING	PAB
PHYSICAL EDUCATION / GYM	PE
STUDENT SERVICES	SS

## PARKING



## SERVICES

Admissions & Records	SS (Floor 1)
Assessment	SS (Floor 1)
Associated Student Government	ASG
Business Services (Payroll)	AA (Floor 2)
Bookstore	OE-d
CalWORKS	SS (Floor 2)
Transfer & Career Information Center	AA (Floor 1)
Campus Police   T: 805.678.5805   AA (Floor 1)	
Copy Center / Printing Services	OE-d
Counseling	SS (Floor 2)
Educational Assistance Center (DSPS)	SS (Floor 1)
EOPS	SS (Floor 2)
Financial Aid	SS (Floor 1)
First Year Experience	CH
Foundation	AA (Floor 2)
Free Speech	•
Health Center	SS (Floor 1)
Henri Bistro Cafe	OE (Room)
Institutional Research	AA (Floor 1)
Reception / Mailroom	AA (Floor 1)
STEM / Project Acabado	CH
Student Lounge	ASG
Tutoring Center	LLRC
Upward Bound	AA (Floor 1)
Veteran's Center	SS (Floor 2)
Warehouse & Facilities	M&O
Welcome Center	SSSP (Floor 1)
Writing & Reading Center	LLRC

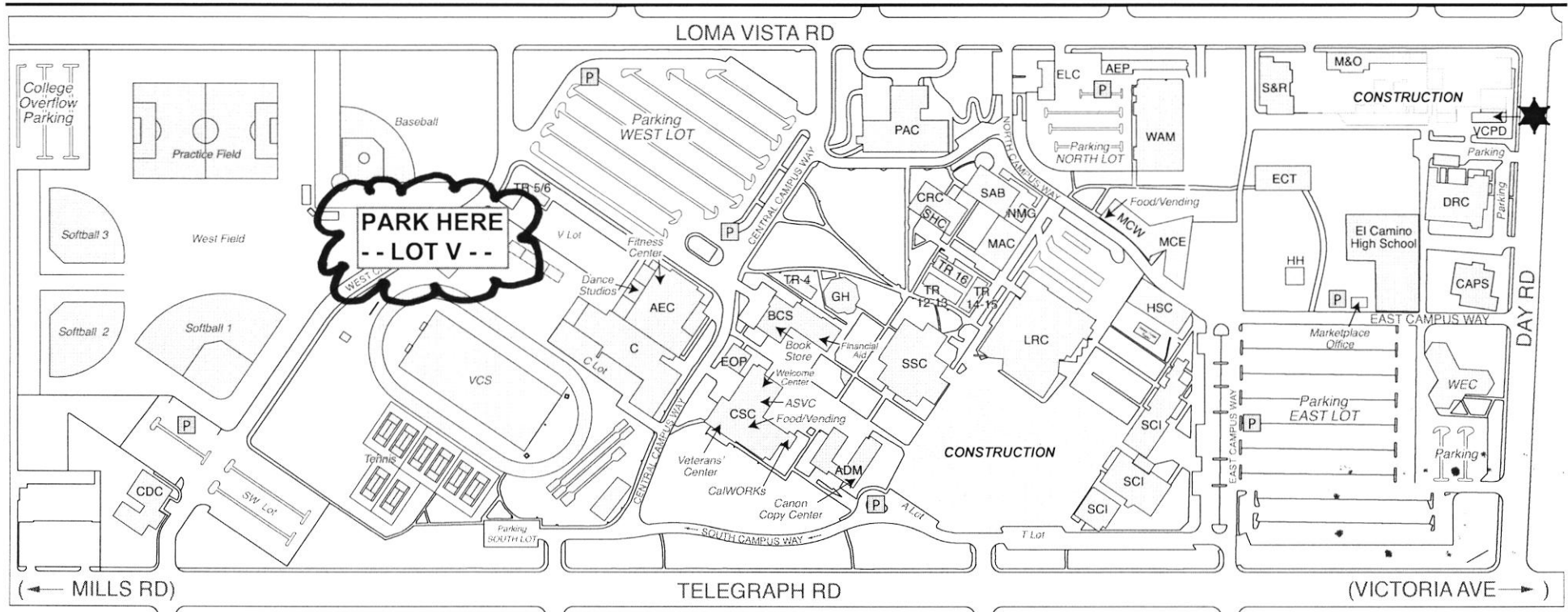
**OC Fire Academy & Public Safety**  
104 Durlay Ave., Camarillo 93010  
T: 805 678 5073

**OC Marine Center & Aquarium**  
Channel Islands Harbor Oxnard, CA 93035  
T: 805 985 9801

OC | Oxnard College | 4000 South Rose Avenue Oxnard, CA 93033 | [oxnardcollege.edu](http://oxnardcollege.edu) | 805.678.5800

# VENTURA COLLEGE

## CAMPUS MAP & BUILDING LEGEND



ADM ..... Administration (EAC, Canon Copy Center)  
 AEC ..... Athletic Event Center (Large Gym, Fitness Ctr)  
 AEP ..... Auto Education Program  
 BCS ..... Bookstore & Campus Services (Financial Aid/)  
 C ..... Kinesiology (Small Gym)  
 CDC ..... Orfalea Child Development Center at Ventura College  
 CRC ..... Creative Resources Center (Student Health Ctr)  
 CSC ..... Campus Student Center (Student Activities, Welcome Ctr, CalWORKs, Vending, Veterans' Center)  
 DRC ..... Day Road Center - 71 Day Road (Foundation, District Econ. Dev., Police)  
 ECT ..... Environmental/Construction Technology  
 ELC ..... English Learning Center (ESL)

EOP ..... EOPS  
 GH ..... Guthrie Hall  
 HSC ..... Health Sciences Center  
 HH ..... Head House  
 LRC ..... Library & Learning Resource Center (Assistive Tech Training Ctr, Tutoring)  
 MAC ..... Media Arts Center  
 M&O ..... Maintenance & Operations  
 MCE ..... Multidisciplinary Center East  
 MCW ..... Multidisciplinary Center West (Career & Tech Ed., Vending)  
 NMG ..... New Media Gallery  
 PAC ..... Performing Arts Center

SAB ..... Studio Arts Building  
 SCI ..... Sciences & Mathematics  
 SSC ..... Student Services Center (Admissions & Records, Assessment, Student Business Office, Career Center, Counseling, Registration Office, Transfer Center)  
 S&R ..... Shipping and Receiving  
 TR 4 ..... Classroom  
 TR 12-15 .. Trailer Classrooms (Between MAC & SSC Bldg.)  
 TR 16 ..... Nursing Skills Lab (Between MAC & SSC Bldg.)  
 VCS ..... Ventura College Sportsplex  
 VCPD ..... Ventura College Campus Police (Lost & Found)  
 WAM ..... Welding/Auto/Manufacturing  
 WEC ..... Wright Event Center



0 1/8 mile  
 0 500 feet

**P** Parking Permit Dispenser

★ Campus Police



rev. 6-2014





## OXNARD COLLEGE FIRE TECHNOLOGY

104 Durley Ave. Camarillo, CA 93010  
805.678.5115

### Legend

- P** Student Parking
- Gate**

