

Requisition Comments

These comments (if applicable) should be added to the header comments of the Requisition.

All items in **YELLOW CAPS** should be filled in by the requestor

General Comments (Always needed)

| Purpose for Comment | Comment to add to Requisition Header |
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| <p><u>Introduction Comment</u> A brief overview of the purchase requisition and identifies the the General Provisions.</p> | <p>In accordance with CSUSM Corporation General Provisions for Services (dated 3/1/19), VENDOR will provide DETAIL PRODUCT/SERVICES to CSUSM Corporation for the purpose of SUMMARY OF SCOPE as more clearly detailed in SCOPE OF WORK/QUOTE #/PROPOSAL #, incorporated herein to this purchase order.</p> |
| <p><u>Scope of Work or Description of Services/Products</u> What is the vendor going to do for us? What services are they providing, or what products are they shipping/delivering?</p> | <p>SAMPLE 1: VENDOR will be providing DESCRIPTION OF WHAT THE VENDOR WILL BE PROVIDING (i.e. products, installation, reports, etc). VENDOR will be responsible for PRVIDE DETAILS and CSUSM Corporation will be responsible for PRVIDE DETAILS if applicable.</p> <p>SAMPLE 2: <i>For Events, speakers, trainings, etc.</i> VENDOR will be providing DESCRIPTION OF WHAT THE VENDOR WILL BE PROVIDING responsible for arriving at least MINUTES/HOURS early to CSUSM CAMPUS LOCATION/BUILDING. VENDOR will be responsible for unpacking, and assembly/set-up, clean-up and removal of debris, rubbish and excess materials and equipment as a result of work performed. VENDOR will PROVIDE DETAILS (i.e. present to ## students, conduct demonstration, provide informational materials, etc). CSUSM Corporation will PROVIDE DETAILS (i.e. request parking passes, set up room, provide resources such as a table, microphone, etc).</p> |
| <p><u>Deliverables</u> What specific pieces will prove the job has been done to our requirements? Reports, technical data, end product</p> | <p>SAMPLE 1: VENDOR will deliver DESCRIPTION OF WHAT THE VENDOR WILL BE PROVIDING in LIST FORMAT WANTED (i.e. electronic, print, presentation, etc.) format specified by CSUSM Corporation.</p> <p>SAMPLE 2: <i>Product purchases</i> VENDOR will provide CSUSM Corporation with paper copies of all owner's manuals, training guides and product warranty information related to DESCRIPTION OF WHAT THE VENDOR WILL BE PROVIDING in LIST FORMAT WANTED (i.e. electronic, print, presentation, etc.) format specified by CSUSM Corporation.</p> |
| <p><u>Schedule</u> Start Date and End Date. This can be modified down the line but we need an idea of the timespan to receive the items, or complete the services.</p> | <p>SAMPLE 1: VENDOR shall commence SERVICES/WORK/INSTALL on DATE and shall remain in effect until DATE.</p> <p>SAMPLE 2: VENDOR shall commence SERVICES/WORK/INSTALL on DATE on DAYS OF WEEK between the hours of TIME and TIME and shall complete SERVICES/WORK/INSTALL no later than DATE.</p> <p>SAMPLE 3: <i>Single Day</i> VENDOR will provide SERVICES/WORK/INSTALL on DATE from TIME to TIME</p> |

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| <p><u>Payment Terms</u> Is this cost hourly or flat rate? Is it a set number, or “not to exceed \$\$\$”? Will it be paid in one lump sum or across multiple payments (i.e. monthly)? Make sure to note how much of this is Tax and Service Charges/Shipping, those get accounted for differently.</p> | <p>SAMPLE 1: Total fee for ITEM/PRODUCTS/SERVICES is AMOUNT and is inclusive of all taxes and fees. CSUSM Corporation will make payment, net 30, upon receipt of an approved invoice.</p> <p>SAMPLE 2: CSUSM Corporation will make full payment, upon receipt of an approved invoice. CSUSM Corporation shall pay properly submitted invoices not more than 30 days after (i) the performance completion date of services; or (ii) receipt of an undisputed invoice, whichever is later.</p> <p>SAMPLE 3: <i>For work spanning over a period of a few months.</i> Monthly progress invoices shall be submitted in arrears to CSUSM Corporation. Final invoice shall be marked as such. CSUSM Corporation shall pay properly submitted invoices not more than 30 days after (i) the performance completion date of services; or (ii) receipt of an undisputed invoice, whichever is later.</p> |
| <p><u>Additional Fees</u></p> | <p>Additional Fees. Fees for additional products or services are subject to CSUSM Corporation prior written approval.</p> |
| <p><u>Department Contact</u> If anyone has questions about this service/product, who should they contact?</p> | <p>Department Contact for VENDOR is CSUSM EMPLOYEE NAME who is reachable at EMPLOYEE PHONE AND EMAIL.</p> |
| <p><u>PO Reference</u></p> | <p>PLEASE REFERENCE THIS PURCHASE ORDER NUMBER ON ALL DOCUMENTS SENT TO CSUSM CORPORATION. THIS INCLUDES ALL SHIPPING LABELS, PACKING SLIPS, INVOICES AND OTHER CORRESPONDENCE. FAILURE TO INCLUDE THIS NUMBER ON YOUR DOCUMENTS WILL RESULT IN DELAYED PAYMENTS.</p> |

Service/Product Comments (Sometimes needed) including product install, or coming to campus to perform other services.

| Purpose for Comment | Comment to add to Requisition Header |
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| <p><u>Insurance and Endorsement Requirements</u></p> | <p>CSUSM Corporation requires that all contractors provide CSUSM Corporation with an underwriter's endorsement with certificate of insurance, an "Additional Insured Endorsement" and "Primary Non-Contributory Endorsement" prior to commencement of work. Any work performed by the contractor prior to insurance document approval shall be considered as having been performed at the contractors own risk and as a volunteer.</p> |
| <p><u>Damage Precautions</u></p> | <p>Vendor shall take adequate precautions to protect existing CSUSM Corporation and University property and shall repair any damage caused by work performed by vendor and/or any third party installer contracted by vendor.</p> |
| <p><u>Product Install</u></p> | <p>SAMPLE 1: The project delivery and installation scheduling in LOCATION will be in accordance with Rider A: Scope of Work. Within that overall time frame, delivery and installation will be specifically coordinated with NAME AND TITLE OF CSUSM EMPLOYEE from DAYS OF WEEK, HOURS OF DAY.</p> |
| <p><u>Clean-Up/Removal of Debris</u></p> | <p>Vendor will be responsible for delivery to location noted on purchase order, unpacking, and assembly/set-up. Vendor is responsible for all clean-up and removal of debris, rubbish and excess materials and equipment as a result of</p> |

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| | work performed on a daily basis. Vendors shall make every effort to recycle all applicable materials. |
| <u>Requirements to Comply</u> | All work, materials and installations to be in accordance with state codes and comply with all applicable federal, state, city statutes and requirements. |
| <u>Smoke and Tobacco Free Campus</u> | Effective Fall 2017, CSUSM will be a smoke and tobacco free campus. "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties. "Tobacco Free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties. |
| <u>Inspection</u> | All deliverables and services rendered under any contract are subject to inspection by CSUSM Corporation. Should any deliverables not be to the satisfaction of CSUSM Corporation, as submitted, the CSUSM Corporation shall have the right to reject it or require correction before payment will be authorized. |
| <u>Milestone Dates</u> If applicable, these usually are tied to either when deliverables are due or when payments will be made. | SAMPLE 1: Monthly reports delivered to department contact via EMAIL/ELECTRONIC FORMAT will be submitted no later than the ## date of each month. SAMPLE 2: Final report delivered to department contact in ELECTRONIC/PAPER/PRESENTATION Format shall be provided no later than DATE |

Product Comments (Sometimes needed)

| Purpose for Comment | Comment to add to Requisition Header |
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| <u>Product Warranty</u> | Manufacturer's standard warranty shall commence upon approval and test results to the satisfaction of CSUSM Corporation. |
| <u>Lift Gate Needed for delivery</u> | A lift gate will be required for the delivery of this order. |

For any questions related to the above comments, please contact Janelle Temnick at 750-750-4482 or jtemnick@csusm.edu.