

Requisition #: _____
Banner #: _____

Reference #: IER#0000126
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	Winery Processing, Transfer & Sanitation Equipment		
Requestor Name:	Lopez, Brianna	Division:	STEM
Date Submitted:	10/06/2026	Discipline:	Viticulture/Winery Technology
Type of Request:	New Equipment or Technology		

Describe the specific equipment requested.

Include model/specs if known. State whether this replaces existing equipment, upgrades current technology, or fills a new need.

The quote includes a variety of winery cellar equipment such as a vigor mini pump, tri-clamp fittings, gaskets, elbows, tank spray balls, macrobins and covers. Together, these components will allow students to build and operate complete winery processing systems and will use the equipment for grape and must handling, liquid transfer, pump over operations, racking, sanitary connections, cleaning, and winery sanitation.

KEY DEADLINES

Action	Deadline
IER form submitted to Division Dean	10/07/2026
Division Review of IER forms (Dean signature)	10/14/2026
IER due to Exec. Assistant, Administrative Services (with Dean & VP signatures)	10/21/2026

PRE-SUBMISSION CHECKLIST

- ☒ All fields in the form **MUST** be completed in full.
- ☒ Valid vendor quote* must be attached (include shipping, installation, and tax where applicable)
Do not split quotes or submit duplicates. For more details or assistance see Quote Requirements*
- ☒ IER form signed and submitted to Division Dean by the deadline, must include:
 - ☒ Quote (required)
 - ☒ New Vendor Application (if new vendor)
 - ☒ W-9 (if new vendor)

***Quote Requirements:** By law, purchases between \$ 30,000.00 and \$ 119,099.99 require 3 quotes from 3 different vendors. Purchases at or above \$ 119,100.00 require an RFP (bid) process and Board approval; if your request is approved, we provide further instructions via email. We are required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. For assistance with quotes, contact Bill Pagano at bpagano@clpcd.org or (925) 485-5271.

[More information on Instructional Equipment can be found here.](#)

IER RUBRIC: HOW YOUR REQUEST WILL BE SCORED

Criteria	Max Points	Strong Evidence	Adequate Evidence	Limited Evidence
Mission & Planning Priorities [Section 2]	5	4–5: Clear and compelling evidence/data that equipment fully supports LPC Mission and Planning Priorities.	2–3: Clear evidence/data that equipment supports LPC Mission and Planning Priorities.	0–1: Limited or no evidence/data.
Programmatic Impact & Institutional support [Section 3]	10	8–10: Clear and compelling evidence/data (from program review) of substantial instructional impact.	4–7: Clear evidence/data of substantial impact on program instruction.	0–3: Limited or no evidence/data.
Teaching & Learning Enhancement [Section 4]	10	8–10: Clear and compelling evidence/data that equipment provides much-needed enhancement to instruction.	4–7: Clear evidence that equipment provides enhanced instruction not met through current means.	0–3: Limited or no evidence/data.
Student Learning Outcomes [Section 5]	5	4–5: Clear and compelling evidence/data that equipment support course and/or program outcomes beyond current capability.	2–3: Clear evidence that equipment supports course and/or program outcomes beyond current capability.	0–1: Limited or no evidence/data.
Safety and/or Org. Effectiveness [Section 6]	5	4–5: Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	2–3: Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	0–1: Limited or no evidence/data.
Total	35			

Tip: Use specific data and evidence in each narrative section. Requests without evidence receive lower scores. Incomplete requests will not be ranked.

INSTRUCTIONAL EQUIPMENT: ALLOWABLE & NON-ALLOWABLE ITEMS

Allowable Items – Instructional equipment expenditures are eligible only when the equipment, library material, or technology is used for classroom instruction, student instruction or demonstration, or in the preparation of learning materials within an instructional program. All eligible items must function as durable assets with a useful life exceeding one year. Requests must fall within one of the five categories below (requests are not limited to the examples provided within the categories):

- 1. Equipment and Furniture:** Instructional equipment and furniture for primary use by students in instructional programs. Examples include, but are not limited to: classroom and laboratory equipment, such as, whiteboards, screens, projectors, lab instruments; and, instructional furniture, such as, desks, tables, podiums, chairs.
- 2. Information Technology:** Instructional IT equipment for student use in classrooms, laboratories and/or in direct support of student services. Examples include, but are not limited to: desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, and multimedia systems.
- 3. Adaptive Equipment:** Equipment for ADA/OCR-eligible students that assists them in a learning environment.

NOTE: Each individual item must cost \$200 or more.

Non-Allowable Items – Equipment that serve administrative or non-instructional purposes. Examples are: Photocopiers, file cabinets, bookcases, computers used primarily for administrative functions, networking infrastructure for non-instructional use, and software licenses for administrative systems. Items that would be considered supplies or have a useful life of less than one year.

SECTION 1 — Location and Compliance Information

Equipment Location: Building #: 3700 Room #: 3700

If applicable, describe any legal requirement, mandate, or safety concern.

Cite specific regulations or compliance requirements.

Winery pumps, hoses, valves, fittings, bins, and cleaning equipment require appropriate training because students will be working with moving equipment, liquid pressure, wet work areas, heavy containers, and sanitary processing systems. Before use, students will be trained in pump operation, hose and fitting inspection, secure tri-clamp connections, valve positioning, pressure awareness, electrical safety around wet environments, ergonomic handling, spill prevention, and proper cleaning and sanitation. The sanitary fittings, food-grape hoses, pre-filters, and spray balls also support good winery hygiene by allowing students to establish closed, cleanable processing pathways and practice appropriate cleaning procedures between wine and grape lots.

SECTION 2 — Mission & Planning Priorities

Scored 0–5 points

LPC MISSION STATEMENT

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC PLANNING PRIORITIES

- ☒ **Equity:** Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- ☒ **Student Success:** Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- ☐ **Health & Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Explain how this equipment supports LPC's Mission and the Planning Priority/Priorities checked above.

Strong responses provide clear and compelling evidence or data that the equipment supports the LPC Mission and Planning Priorities (e.g., specific program goals, student populations, or outcomes).

This equipment supports LPC's mission by giving students meaningful, hands-on career preparation in a working teaching winery. Winery production requires more than understanding individual pieces of equipment. Students need experience planning a process, selecting the correct connections, setting up a transfer path, safely operating a pump, managing solids, monitoring product movement, and cleaning the system afterward. This request gives students the tools to practice that complete workflow. It supports student success by developing technical skills that students can take directly into winery, cellar, production, and harvest positions. It also supports equity by ensuring that students do not need prior winery employment to gain experience with commercial pumps, sanitary fittings, transfer systems, bins, valves and cleaning equipment. All VWT students will have access to the same supervised training on campus.

SECTION 3 — Program Review & Programmatic Impact

Scored 0–10 points

Strong responses provide clear and compelling evidence or data from program review of substantial instructional impact. If this equipment was not included in your most recent program review, provide a clear explanation of the instructional need.

Specify the educational programs this equipment supports:

The equipment primarily supports the VWT program, particularly the Enology degree and certificate pathways. It will be used across winery operations instruction, applied enology, introduction to enology, fundamentals of wine science, harvest and production laboratories, and other hands on wine production activities. The equipment supports the complete winery workflow from receiving moving fruit through processing, fermentation support, wine transfer, solids management, tank cleaning, and sanitation. Because these items form an interconnected processing system, they will support multiple courses and repeated student use rather than being dedicated to a single laboratory exercise.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review as evidence to support this request.

Quote or paraphrase relevant language directly from your Program Review. If not included in Program Review, explain why this need emerged outside the regular planning cycle.

This request will be incorporated into the upcoming VWT program review as part of the program's continued development of the teaching winery and hands on production curriculum. The specific collection of equipment was not previously identified as a single request because the operational needs of the teaching winery have become clearer through continued student production and harvest activities. As students increasingly complete full scale processing activities, the program needs sufficient equipment to create complete, sanitary processing pathways rather than relying on limited components or reorganizing the same equipment between multiple simultaneous operations. This request addresses that need by expanding processing capacity and providing the supporting pumps, bins, filtration components, sanitary fittings, and cleaning equipment necessary for effective student instruction.

Section 4 — Teaching & Learning Enhancement

Scored 0–10 points

Provide clear and compelling evidence or data that this equipment enhances instruction and student learning beyond current capability. Strong responses demonstrate a much-needed instructional enhancement not met through existing means.

How does this equipment enhance teaching and the quality of instruction? Use evidence and data

Be specific about what instructors can do with this equipment that they cannot do now.

This equipment allows faculty to teach winery operations as a complete process rather than demonstrating isolated pieces of equipment. For example, an instructor can assign students a production problem and ask them to determine which pump, hose, valves, fittings, pre-filter, and receiving vessel are needed; assemble the system; inspect it for safety and sanitation; complete the transfer; monitor the process; disassemble it; and properly clean the equipment. The variety of tees, Ys, elbows, valves, clamps, screens, and hoses also allows students to learn that winery systems must often be configured differently depending on the task. The macrobins and pre-filters expand instruction in grape and must handling, while the pumpover sump and pumps allow students to practice liquid and must transfer operations. Spray balls provide direct experience with tank cleaning systems used in commercial wineries. Faculty can therefore create more realistic production laboratories that require students to think, troubleshoot, and make decisions rather than simply follow a demonstration.

How does this equipment directly improve student learning?

Consider engagement, accessibility, hands-on practice, preparation for transfer or employment, etc.

Students will gain hands on experience in:

- Setting up sanitary winery transfer systems
- Selecting the correct hose, fitting, valve, and gasket
- Safely operating winery pumps
- Managing grape, must, wine, and solids movement
- Using pre-filters and screens
- Performing pump-over and transfer operations
- Preventing leaks and contamination
- Cleaning tanks using spray-ball systems
- Maintaining sanitary equipment
- Troubleshooting flow and connection problems
- Working effectively as part of a winery production team

These are practical skills students are likely to encounter during harvest and commercial winery employment.

Estimated impact of this equipment:

Number of Classes / Sections Impacted:	5+	Estimated Number of Students Per Year:	75+
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SECTION 5 — Student Learning Outcomes (SLOs)

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports course and/or program outcomes beyond current capability.

Which course or program SLOs does this equipment support? List them.

Reference the relevant SLO language from your course outline or program.

The equipment supports Enology program outcomes related to:

- Safely operating winery equipment during the winemaking process
- Applying appropriate winemaking practices to produce sound wines
- Using winery equipment and production methods during harvest, fermentation, cellaring, and wine preparation
- Applying sanitation, quality control, and production principles in a working winery environment

It also supports course-level learning related to winery operations, grape processing, fermentation management, wine movement, equipment sanitation, and production safety.

How will this equipment enable measurable improvement of your current SLO attainment?

Consider how the equipment addresses gaps in current instructional capability, student practice, or skill development.

Students can be assessed through a practical winery operations competency in which they must independent or as part of a team plan and complete a production task. A competency rubric can evaluate whether students can correctly select equipment, assemble sanitary connections, inspect the system, safely operate the pump, control flow, prevent leaks, complete the assigned transfer, and properly clean and store the equipment. A recommended benchmark is for at least 90% of assessed students to demonstrate proficiency after instruction. This gives faculty direct evidence that students can perform winery operations safely and correctly rather than assessing these skills only through written examinations.

SECTION 6 — Safety & Organizational Effectiveness

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports safety and/or organizational effectiveness beyond current capability.

Describe, in detail, the impact this equipment will have on safety and/or organizational effectiveness:

The equipment will improve winery organization by providing enough bins, valves, hoses, fittings, and processing components to establish defined production pathways for student laboratories. Students will be able to build secure sanitary connections using standardized tri-clamp components rather than adapting equipment that is not suited to a particular operation. Additional valves allow flow to be controlled directly at the appropriate points in the system, while pre-filters help prevent excessive solids from entering pumps and transfer lines. The additional macrobins also provide appropriate vessels for receiving, separating, and moving fruit and must during harvest. From a safety perspective, students will receive structured training in pump use, secure hose connections, valve operation, wet floor awareness, equipment handling, and safe cleaning procedures. The overall result is a more organized teaching winery in which equipment can be set up intentionally for the task rather than students working around equipment limitations.

SECTION 7 — Total Cost of Ownership & Sustainability

How does this equipment meet or exceed LPC's [Sustainability Efforts](#)?

Consider energy efficiency, reduced waste, longevity, and end-of-life disposal plan.

Most of the requested equipment consists of durable, reusable winery infrastructure designed for repeated use across many harvests and student cohorts. Stainless steel valves, clamps, fittings, screens, tees, elbows, and spray balls can be cleaned and reused rather than discarded after individual production activities. Reusable macrobins similarly reduce dependence on disposable fruit-handling containers. The spray balls also support more controlled tank cleaning procedures by directing cleaning solution throughout the interior of a tank rather than relying entirely on manual rinsing. Proper preventive maintenance of the pumps, hoses, valves, and fittings will be incorporated into winery instruction so that equipment life is extended and components are replaced only when necessary.

Does the new equipment replace older equipment?

If yes, will you retire/surplus the old equipment? If not, where will it be stored and what are the storage costs?

The requested equipment provides additional processing capacity and the supporting components necessary to operate multiple winery functions safely and efficiently. Any existing components that become worn, damaged, or unsuitable for instructional use will be retired according to District procedures, but this request is not primarily a one for one equipment replacement. The equipment will be stored within the existing Teaching Winery and winery equipment storage areas.

SECTION 7 – Total Cost of Ownership & Sustainability (continued)

Operator		Maintenance & Repair	
Primary Operator	Brianna Lopez	Who will perform maintenance & repairs?	Brianna Lopez
Does the work align with current position duties?	Yes	Does the work align with current position duties?	Yes
Cost to train primary operator:	\$0.00	Cost to train for maintenance and repairs:	\$0.00
Estimated hours equipment will be used per month:	30+	Estimated hours per month:	1

Comments:

Routine maintenance will include pump and hose inspection, gasket replacement, valve cleaning, fitting inspection, and sanitation.

FOAP (Budget) for Recurring Costs:	103001	-	34900	-	5220	-	601000
	Fund		Org		Account		Program

Estimated Lifespan of Equipment: 10-15 for stainless fittings, valves, etc

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$22,496.61	
Shipping & Delivery	\$1,000.00	TBDWeight calculated via pallet once ready to ship
Installation	\$0.00	
Operator Training	\$0.00	
Facilities Modification	\$0.00	
Other	\$1,953.76	sales tax
Discounts (enter as positive)	\$0.00	
Subtotal	\$25,450.37	
Part B: Annual Operating Costs	Cost (\$)	Notes
Service / Maintenance	\$0.00	
Part Replacement	\$400.00	
Software Licensing	\$0.00	
Supplies	\$250.00	
Vendor Calibration / Standardization	\$0.00	
Storage	\$0.00	
Other	\$0.00	
Subtotal	\$650.00	

Overall Cost (Start-Up + Annual)	\$26,100.37
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APPROVALS & SIGNATURE ROUTING

Before signing below, please confirm all fields are completed, the information is correct, and the request is for allowable items. A vendor quote must be attached **before** the form is submitted.

1  Quote (Preferred Vendor)

Title	Signature	Date
Requestor:	<i>Brianna R Lopez</i>	10/06/2026
Division Dean:	<i>Paula Checchi</i>	10/12/2026
Vice President:	<i>Nan Ho</i>	10/13/2026
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/14/2026
M&O Director:	<i>JOHN SEYBERT</i>	10/17/2026
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/25/2026

REFERENCE: IER Process Flow

1	Requestor submits completed packet to Division Dean
2	Dean reviews and forwards to Vice President
3	Vice President reviews and forwards to Executive Assistant of Administrative Services
4	Executive Assistant logs request; forwards to M&O and IT for technical review
5	RAC reviews and scores requests
6	Executive Assistant compiles final rankings for RAC review
7	RAC Co-Chairs meet with College President to discuss ranked requests
8	President issues approval memo to RAC
9	RAC notifies requestors of approved requests and any additional steps (e.g., additional quotes, board packet)
	<i>For requests that meet the board threshold, Purchasing will initiate the RFP (bid) process in collaboration with the requestor. Purchasing will notify the requestor of the winning bid/vendor. Bid process takes approximately 6 weeks.</i>
10	Requestor submits Requisition with updated quote(s) (itemization not required on Reqs for IERs) see example
11	Business Office reviews and enters requisitions into Banner; forwards requests to Purchasing*
	<i>*For board requests, bid process must be completed first, then requisition submitted to Business Office for entry into Banner, then Division submits board packet with copy of req entered into Banner (note Banner Doc # on packet).</i>

Questions? Contact the [RAC Co-Chairs](#) or the [Executive Assistant, Administrative Services](#).

The Vintner Vault

3230 Riverside Ave
Paso Robles CA 93446
805-226-8100
805 226-8188

Invoice

Quote #: 6266
Transaction #: 0
Account #: PR-CHABOTLASPOS17
Page: 1 of 2
Date: 7/9/2026
Time: 12:38 PM
Cashier: 6
Register #: 1

Bill To: Pricilla Burruss
Chabot Las Positas Community College
7600 Dublin Blvd, 3rd floor
Dublin, CA 94568
925-485-5229

Ship To: Brianna Lopez (VMT)
Las Positas College (Receiving Department)
3000 Campus Hill Drive
Livermore, CA 94551
510-723-7270

Rep	Item Lookup Code	Description	Quantity	Price	Extended
	VE-2000	Bin Macro 24S	10	\$350.00	\$3,500.00
	SC-1025	Screen Macro Bin 24S	10	\$145.99	\$1,459.90
	PMP-1500	Pump Vigor Mini	1	\$2,750.00	\$2,750.00
	HOS-1381	Hose 1.5" KanaFlex	45	\$7.00	\$315.00
	HOS-2293	Hose Barb TC 1.5" L	10	\$19.99	\$199.90
	FAB-3062	Hose Sleeve 1.5" Kana/NovaFlex	10	\$8.99	\$89.90
	HOS-1310	Spring Sleeve 1.5" (per foot)	5	\$7.99	\$39.95
	Comment	20ft 10ft 3@5ft	1	\$0.00	\$0.00
	FAB-1070	Bin Pre-Filter 36"	2	\$395.00	\$790.00
	FAB-1071	Bin Pre-Filter 48S	2	\$600.00	\$1,200.00
	FAB-1300	Pump Over Sump Standard	1	\$2,600.00	\$2,600.00
	SS-1219	Ball Valve Cipriani 1.5" CIP	20	\$285.00	\$5,700.00
	SS-1851	Butterfly Valve 1.5" TC 14pt	20	\$90.00	\$1,800.00
	SS-1960	Clamp TC 1" & 1.5"	100	\$7.50	\$750.00
	SS-2140	Gasket TC Buna 1.5"	200	\$0.50	\$100.00
	SS-2190	Gasket TC Screen 1.5" 10	2	\$18.25	\$36.50
	SS-2191	Gasket TC Screen 1.5" 20	2	\$28.99	\$57.98
	SS-2192	Gasket TC Screen 1.5" 100	2	\$28.99	\$57.98
	SS-2501	Tee 1.5" TC	10	\$26.99	\$269.90
	SS-2843	Y 1.5" TC	10	\$19.99	\$199.90
	SS-1806	Elbow 1.5" 45 Degree TC	10	\$13.99	\$139.90
	SS-1801	Elbow 1.5" 90 Degree TC	10	\$17.99	\$179.90
	PMP-1009	Spray Ball, Tank, 1.5"	4	\$41.99	\$167.96
	CP-1420	Shovel White 11"	2	\$35.99	\$71.98
	CP-1392	Scraper White 3"	4	\$4.99	\$19.96

Continued on next page...

The Vintner Vault

3230 Riverside Ave
Paso Robles CA 93446
805-226-8100
805 226-8188

Invoice

Quote #: 6266
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Page: 2 of 2
Date: 7/9/2026
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Dublin, CA 94568
925-485-5229

Ship To: Brianna Lopez (VMT)
Las Postias College (Receiving Department)
3000 Campus Hill Drive
Livermore, CA 94551
510-723-7270

Rep	Item Lookup Code	Description	Quantity	Price	Extended
	Comment	Shipping TBD	1	\$0.00	\$0.00

Thank you for shopping
The Vintner Vault
Please come again!

Sub Total \$22,496.61
Sales Tax \$1,953.76
Total \$24,450.37
Change Due \$0.00



CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

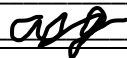
Vendor Profile Application

Return Completed Form to:

Contact Person Requesting Your Services

PLEASE TYPE OR PRINT.

For questions regarding this form or the application process, please contact the Purchasing Department at (925) 485-5230.

1. Vendor Name: <u>Horn Enterprises Inc</u> DBA (if any): <u>Vintner Vault</u> Check payable to <u>Vintner Vault</u>	
2. This information must be supplied. If not , the application will be returned. W9 form Required. Federal ID Number <u>32</u> - <u>0246258</u> or Social Security Number _____ - _____ - _____ A. Federal Tax Classification ☐ Individual/Sole Proprietor (S) ☐ Joint Venture (J) ☐ Partnership ☐ Single-Member LLC ☒ Corporation (C), State where incorporated <u>CA</u> B. Is it a Non-Profit Organization? ☐ Yes ☒ No , If yes provide Tax-Exempt Form C. Business Start/Incorporation Date ____/____/2008	
3. Addresses A. <u>Primary/Mailing</u> Street <u>3230 Riverside Ave STE#140</u> City <u>Paso Robles</u> Zip Code <u>93446</u> Primary Contact Name <u>Andrew Berg</u> Phone (<u>805</u>) <u>226</u> - <u>8100</u> Ext. _____ Fax (_____) _____ - _____ Email <u>andrew@thevintnervault.com</u> B. <u>Order (for Purchase Orders, if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____ C. <u>Remittance (for checks if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____	
4. Vendor Category ☐ Disabled Veteran ☐ Minority Owned ☐ Small Business ☐ Women Owned	
5. Type of Business: Check the one which best describe your company: ☐ Broker ☒ Manufacturer ☒ Manufacturer's Rep ☒ Wholesaler ☒ Retailer <u>Service</u> ☐ Architect, Engineer, Construction ☐ Professional ☐ Other	
6. Sales Tax Collection ☒ Collects all Sales/Use Tax for Alameda County ☐ Collects Selected Taxes _____ % ☐ Does not collect Sales Tax California Seller or Use Tax Permit Number _____ Do you supply recycled products? ☐ Yes ☒ No	
7. Type of commodities or services that your business provides <u>wine making and bottling equipment & supplies</u>	
8. Name of person completing the form Name <u>Andrew Berg</u> Title <u>Vice President</u> Phone No. <u>805-226-8100</u> Signature <u></u> Date <u>07-08-2026</u> Email Address: <u>andrew@thevintnervault.com</u>	

DO NOT COMPLETE – For CLPCCD use only ☐ New ☐ Updated

Received by Purchasing on _____ VENDOR NO. _____



CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

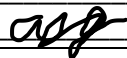
Vendor Profile Application

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1. Vendor Name: <u>Horn Enterprises Inc</u> DBA (if any): <u>Vintner Vault</u> Check payable to <u>Vintner Vault</u>	
2. This information must be supplied. If not , the application will be returned. W9 form Required. Federal ID Number <u>32</u> - <u>0246258</u> or Social Security Number _____ - _____ - _____ A. Federal Tax Classification ☐ Individual/Sole Proprietor (S) ☐ Joint Venture (J) ☐ Partnership ☐ Single-Member LLC ☒ Corporation (C), State where incorporated <u>CA</u> B. Is it a Non-Profit Organization? ☐ Yes ☒ No , If yes provide Tax-Exempt Form C. Business Start/Incorporation Date ____/____/2008	
3. Addresses A. <u>Primary/Mailing</u> Street <u>3230 Riverside Ave STE#140</u> City <u>Paso Robles</u> Zip Code <u>93446</u> Primary Contact Name <u>Andrew Berg</u> Phone (<u>805</u>) <u>226</u> - <u>8100</u> Ext. _____ Fax (_____) _____ - _____ Email <u>andrew@thevintnervault.com</u> B. <u>Order (for Purchase Orders, if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____ C. <u>Remittance (for checks if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email _____	
4. Vendor Category ☐ Disabled Veteran ☐ Minority Owned ☐ Small Business ☐ Women Owned	
5. Type of Business: Check the one which best describe your company: ☐ Broker ☒ Manufacturer ☒ Manufacturer's Rep ☒ Wholesaler ☒ Retailer <u>Service</u> ☐ Architect, Engineer, Construction ☐ Professional ☐ Other	
6. Sales Tax Collection ☒ Collects all Sales/Use Tax for Alameda County ☐ Collects Selected Taxes ____% ☐ Does not collect Sales Tax California Seller or Use Tax Permit Number _____ Do you supply recycled products? ☐ Yes ☒ No	
7. Type of commodities or services that your business provides <u>wine making and bottling equipment & supplies</u>	
8. Name of person completing the form Name <u>Andrew Berg</u> Title <u>Vice President</u> Phone No. <u>805-226-8100</u> Signature <u></u> Date <u>07-08-2026</u> Email Address: <u>andrew@thevintnervault.com</u>	

DO NOT COMPLETE – For CLPCCD use only ☐ New ☐ Updated

Received by Purchasing on _____ VENDOR NO. _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Horn Enterprises Inc	
2 Business name/disregarded entity name, if different from above DBA Vintner Vault	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 3230 Riverside, Ste 140	Requester's name and address (optional)
6 City, state, and ZIP code Paso Robles CA 93446	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
32	0246258

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here
Signature of U.S. person ► 

Date ► 1-1-2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.