



HAVRE DE GRACE HOUSING AUTHORITY
 101 Stansbury Court, Havre de Grace, Maryland 21078

VENDOR APPLICATION

PLEASE TYPE OR PRINT LEGIBLY AND PROVIDE INFORMATION REQUESTED FOR SECTIONS 1-7 ALONG WITH ALL APPLICABLE DOCUMENTATION FOUND ON THE SUBMITTAL CHECKLIST.

SUBMIT THE FIRST, SECOND & THIRD PAGES ONLY; RETAIN ALL OTHER PAGES FOR FUTURE REFERENCE

1. VENDOR IDENTIFICATION:

NAME (If individual, enter last name first.)	
FEDERAL EMPLOYER IDENTIFICATION NUMBER [E.I.N]	SOCIAL SECURITY NUMBER [S.S.N.] (for individual)
(If you are a Sole Proprietor, you may use either your Social Security Number or Federal Identification Number as your EIN. If you are a Partnership or a Corporation you must list a Federal Identification Number)	

2. ADDRESS/CONTACT INFORMATION for ORDER PLACEMENT:

ADDRESS	CITY	STATE	ZIP CODE
PHONE: TOLL FREE	PHONE: OFFICE	FAX:	
E-MAIL ADDRESS:			

3. ADDRESS/CONTACT INFORMATION for REMITTANCE:

ADDRESS	CITY	STATE	ZIP CODE
PHONE: TOLL FREE	PHONE: OFFICE	FAX:	
E-MAIL ADDRESS:			

4. PAYMENT TERMS: _____ **NOTE% OF DISCOUNT, IF ANY:** _____

5. PLEASE INDICATE YOUR COMPANY'S CATEGORY AND BUSINESS DESIGNATION BY CHECKING ALL THAT APPLY:

- | | | |
|---|---|---|
| 1) <input type="checkbox"/> WHITE AMERICANS | <input type="checkbox"/> SMALL | <input type="checkbox"/> Sole Proprietor |
| 2) <input type="checkbox"/> BLACK AMERICANS | <input type="checkbox"/> WOMAN OWNED | <input type="checkbox"/> Partnership |
| 3) <input type="checkbox"/> NATIVE AMERICANS | <input type="checkbox"/> RESIDENT OWNED | <input type="checkbox"/> Corporation |
| 4) <input type="checkbox"/> HISPANIC AMERICANS | <input type="checkbox"/> SECTION 3 | <input type="checkbox"/> Government Entity |
| 5) <input type="checkbox"/> ASIAN/PACIFIC AMERICANS | | <input type="checkbox"/> Trust or Estate |
| 6) <input type="checkbox"/> HASIDIC JEWS | | <input type="checkbox"/> Tax Exempt or Nonprofit Organization |

VENDOR NAME _____

6. COMMODITIES:

Enter each classification code below that corresponds with a specific commodity(s) or service(s) that your company provides.

SPECIFY OTHER COMMODITIES OR SERVICES YOU CAN PROVIDE WHICH ARE NOT INCLUDED ON OUR LIST:

REQUIRED DOCUMENTATION PRIOR TO PERFORMING WORK ON OR IN AUTHORITY PROPERTY

By signing and submitting this Vendor Application, the applicant certifies that before commencing work for construction and/or service contracts, the following insurance coverage will be supplied. For construction contracts, if any subcontractors are involved, the subcontractor shall have workers' compensation insurance in accordance with Code of Maryland. The applicant further certifies, upon award for construction and/or service contracts, that they and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Maryland by the Maryland State Corporation Commission.

WORKERS COMPENSATION - Statutory requirements and benefits. **GENERAL LIABILITY - \$500,000 combined single limit for bodily injury and property damage**, per occurrence to protect the contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicle(s) on the site(s) not covered by Automobile Liability. (NOTE: If requirement is for parking facilities and garages for motor vehicle maintenance contracts, the above coverage is to include Products, Completed Operations Coverage and Garage keeper's Liability.) **AUTOMOBILE LIABILITY - \$500,000 combined single limit for bodily injury and property damage** per occurrence on owned and non-owned motor vehicles used on the site(s).

IN ADDITION, various Professional Liability/Errors and Omissions coverage are required for: Accounting, Architecture, Asbestos Design, Inspection or Abatement Contr., Lead Abatement, Health Care Practitioner (to include Dentists, Optometrists, Nurses, Pharmacists, Doctors, etc.), Insurance/Risk Management, Landscape/Architecture, Legal, Professional Engineer, Surveying.

REQUIRED BY CONTRACTOR, prior to performing work in or on Authority property, copies of contractor's license, insurance certificate, business license and all other licenses or permits required by state statutes or regulatory agencies will be requested. It shall also be the responsibility of the contractor to provide the Authority these same documents, prior to document expiration. Failure to assure the Authority has current documentation can be caused for the Authority to stop all work and eventual cancellation of contract(s); cost incurred due to these actions shall be the responsibility of the contractors.

The undersigned hereby certifies that the above and foregoing information is a full, true and correct statement of the facts and acknowledges that fraudulent or knowing, wrongful, or willful action taken to obtain certification as a MBE or improper certification / licensing is punishable as a Class I Misdemeanor. It is understood that failure to bid/respond on four (4) invitations/solicitations (i.e.: RFQ, IFB, RFP) for any given class and item could result in removal from the list for that class and item.

Authorized Signature **Date**

Typed or Printed Name **Title**

APPLICATIONS MUST BE COMPLETE TO BE ENTERED INTO THE VENDOR DATA BASE AND ELIGIBLE FOR SOLICITATIONS FROM THE HAVRE DE GRACE HOUSING AUTHORITY

VENDOR NAME _____

7. APPLICATION SUBMITTAL DOCUMENTATION CHECKLIST

- Completed Vendor Application

- Details of Warranty

- Pricing that includes all materials and labor

- Insurance Certificate showing general liability and workers compensation insurances

- Completed W9 form

- Copy of Business License, if applicable

- Business References (minimum of three (3))

DEFINITIONS FOR COMPANY STATUS

Small Business is defined as a business that is independently owned; not dominant in its field of operation and not an affiliate or subsidiary of another business.

Minority Owned Business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Native Americans, Hispanic Americans, Asian/ Pacific Americans, and Hasidic Jews.

Woman Owned Business Enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.

Resident Owned Business is defined as any business concern that is owned and controlled by public housing residents. Owned and controlled, is defined to mean that the business is at least 51% owned by one or more public housing residents, and that one or more of these individuals controls the management and daily operations of the business.

Section 3 Business Concern is a contractor /subcontractor that provides economic opportunities to low- and very low-income residents of the metropolitan area (or nonmetropolitan county), including a business concern that is 51% or more owned by low- or very low-income residents; employs a substantial number of low- or very low-income residents; or provides subcontracting or business development opportunities to businesses owned by low- or very low-income residents. Low- and very low-income residents include participants in Youthbuild programs established under Subtitle D of Title IV of the Cranston-Gonzalez National Affordable Housing Act.

Section 3 Resident: Resident who meets one of the following criteria: (1) Resides in a Havre de Grace public housing community; or (2) A person who resides in the Harford County metropolitan area and qualifies as low-income or very low-income.

Low-Income Resident: Resident whose family income does not exceed 80% of the area median income established by HUD.

It is the policy of the Havre de Grace Housing Authority to facilitate the establishment, preservation, and strengthening of small, women owned, minority owned, resident owned and section 3 business concerns and to encourage their participation in the Authority's procurement activities. Toward that end the Authority encourages non-minority firms to provide for the participation of the above businesses through partnerships, joint ventures, subcontracts and other contractual opportunities.

Havre de Grace Housing Authority does not discriminate against faith-based organizations on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, or impair, diminish, or discourage the exercise of religious freedom.

HOW TO DO BUSINESS WITH THE HAVRE DE GRACE HOUSING AUTHORITY

We are always pleased to welcome new vendors to the Authority. We wish you an enjoyable and profitable experience and look forward to a lasting relationship with your firm. This information should assist you in understanding the Authority's procurement procedures. We are available to assist you, please fill free to contact the Division of Purchasing for any further assistance with your procurement endeavors.

INFORMAL/SMALL PURCHASES

Informal quotations are utilized when the estimated dollar amount is in excess of \$2,000 but not exceeding \$30,000. Not less than three vendors shall be solicited to submit price quotations to obtain the best value available for the required commodity.

IFB (INVITATION FOR BIDS)

Invitation for Bids usually describes in great detail the services or commodities required by the Authority. Typically is used for construction, repairs, services or products and always asks the question, "how much?" An IFB or "bid" is advertised, has a formal bid opening, which can be attended by the public. Selection is made to the lowest responsive, responsible bidder(s).

Once an award is given, the actual bid file will become available for you to read.

PO (PURCHASE ORDERS)

The PO is utilized by individual departments for transactions of goods and services under \$1,000. PO users are encouraged to utilize all available vendors and to gain competitive pricing wherever possible to determine the most advantageous for the Authority.

RFP (REQUEST FOR PROPOSALS)

Request for Proposals are used when we can only describe in a general way the problem or need and when other factors are more critical than price alone. This type of formal contract asks the questions: "Who are you?" or "How do you suggest we do it?" State law requires that we use this format when hiring an engineer, architect, attorney, accountant, physician, pharmacist, surveyor or optometrist. A RFP or "proposal" does not have a formal opening and is often subject to negotiation. Since terms and prices are not firm, if established at all, all sessions are private until an award is made.

The IFB and RFP are generally used for transactions where it is thought that the value of the contract will be for \$30,000 or more. Both types of these formal solicitations can only be awarded under the conditions and terms expressed in the document itself. These solicitations are advertised in local newspapers, and displayed on our website (www.hdgaha.org).

COMMODITY CODES FOR SUPPLIES & EQUIPMENT

701	Audiovisual	03	Lawn
39	Automobiles	34	Lighting
09	Automotive: Truck		
40	Awards & Promo	50	Mailroom
		31	Meters & Parts (Gas & Electric)
703	Backhoe	733	Microsoft
704	Bar Code	734	Modems
705	Bucket Truck	32	Mowers / Edgers / Weeders
17	Batteries & Photographic	737	Multiplexors
49	Blueprint Dup.		
47	Books & Education	23	Nails: Common, Finish
708	Cameras / Laminators / Film	10	Office Supplies
44	Carpet Tile / Stair Treads	741	Okidata
709	Cell Phones & Air Time	26	OSHA & Medical
712	Cisco Routers		
19	Clothing & Safety	742	Pagers / Air Time
713	Compaq Dealers	05	Paint & Supplies
715	Computer Hardware: Mainframe	42	Playground / Park / Sports
714	Computer Hardware: Micro	744	Plotters
25	Computers & Software	06	Plumbing
759	Copiers & Fax		
		745	Radios
717	Displays: Tabletop & Floor	11	Range Hood & Parts
21	Doors & Parts	12	Range Parts: Gas & Electric
		01	Range & Refrigerator
720	Epson Dealer	13	Refrigerator: Parts
07	Electrical	45	Roofing
18	Entomology		
		43	Sand / Gravel / Top Soil
24	Fasteners / Bolts / Screws	22	Shades, Window & Parts
721	Flags	41	Signs
723	Forklifts	36	Sweeper & Elephant Vacuums
14	Fuel & Lubricant		
		16	Tools
725	Genicon	38	Tractor
20	Glass (Window) & Screens	46	Traffic & Safety
		752	Trailers: Supply & Rental
04	Hardware & Structural	48	Trees / Shrubs / Flowers
727	Hayes		
728	Hewlett Packard	756	Unisys
08	HVAC		
		758	Washers & Dryers
729	ID Camera Laminator	15	Water Heaters & Parts
730	Intel		
731	lomega		
02	Janitorial		
28	Kitchen Cabinets & Parts		

MORE ON NEXT PAGE

COMMODITY CODES FOR SERVICES

200	Accounting / Auditing	153	Land: Clearing / Debris Removal
201	Advertising	154	Landscape Architecture
100	Air Cond. / Heating / Refrig. Installation	120	Landscaping & Grading
101	Air Cond. / Heating / Refrig. Repair	155	Lead Paint: Removal / Disposal
102	Alarm Systems	212	Legal / Attorney
103	Appliances	121	Lock & Key
222	Appraisal: Real Estate		
203	Architectural	156	Mail Courier
104	Asbestos: Removal / Disposal	157	Mailroom Equip.: Installation / Service
132	Automotive / Truck / Tractor Repair	213	Management
		158	Masonry
139	Boiler: Inspection / Repair	159	Metal Fabricating
		122	Motor / Machinery / Tool Repair
106	Carpet / Drape / Upholstery Cleaning	160	Moving / Packing
105	Carpet / Floor / Tile Installation		
143	Chimney: Repair / Sweep / Inspection	141	Network: Training / Equipment
204	Computer: Repair		
107	Concrete: Repair / Replacement	123	Office Equipment Repair
144	Conference Center & Meeting Rooms	124	Overhead Door: Installation / Repair
108	Copier: Maintenance & Repair		
		125	Painting
205	Data Processing / Programming	126	Parking Lot: Installation / Repair / Strip
109	Data Processing: Repair	214	Photographic
145	Demolition	215	Planning & Design
146	Duct Cleaning	128	Plumbing
147	Duplicating	127	Printing & Engraving
		216	Pyrotechnical
110	Electrical		
111	Elevator: Repair / Installation	217	Radio Communications
148	Employee Assistance	161	Refuse Disposal / Trash Containers
206	Engineering: Civil	162	Restaurant / Catering
207	Engineering: Electrical	129	Roof: Replacement / Repair
208	Engineering: Hydraulic		
209	Engineering: Mechanical	218	Security Guard
112	Exterminating	136	Security Systems & Service
		219	Seminars & Instructional
113	Fence: Installation / Repair	163	Sign: Design / Repair / Installation
210	Financial	130	Surplus & Salvage
114	Fire Extinguisher: Inspection / Repair	164	Surveying: Land
149	Furniture: Repair		
		221	Telecommunications: Design
115	General Construction & Repair	138	Telecommunications: Supply / Service
116	Glass: Installation / Repair	131	Telephone: Installation / Repair
117	Grass: Cutting / Mowing	165	Temporary Employment
		166	Tool: Repair
118	Hazardous Materials / Waste Disposal	132	Towing
150	Hotels / Motels	220	Travel
		135	Tree: Trimming / Removal
211	Insurance	167	Typewriter & Calculator Repair
140	Internet Provider		
151	Irrigation Systems: Service / Repair	168	Upholstery
119	Janitorial	142	Water Coolers
		157	Welding
152	Laboratory	133	Window Cleaning