



NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
 Post Office Box 797, Newport News, VA 23607-0797



VENDOR APPLICATION

*PLEASE TYPE OR PRINT LEGIBLY AND PROVIDE INFORMATION REQUESTED FOR SECTIONS 1-6
SUBMIT THE FIRST & SECOND PAGE 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 | ___ SMALL | () Sole Proprietor |
| 2) <input type="checkbox"/> BLACK AMERICANS | ___ WOMAN OWNED | () Partnership |
| 3) <input type="checkbox"/> NATIVE AMERICANS | ___ RESIDENT OWNED | () Corporation |
| 4) <input type="checkbox"/> HISPANIC AMERICANS | ___ SECTION 3 | () Government Entity |
| 5) <input type="checkbox"/> ASIAN/PACIFIC AMERICANS | | () Trust or Estate |
| 6) <input type="checkbox"/> HASIDIC JEWS | | () Tax Exempt or Nonprofit Organization |

6. COMMODITIES:

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

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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 Virginia 11-46.3 and 65.2-800. 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 Virginia by the Virginia 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 contractors license, insurance certificate reflecting the Authority as additional insured, 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 contract 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 Name

Title

APPLICATIONS MUST BE COMPLETE TO BE ENTERED INTO THE VENDOR DATA BASE AND ELIGIBLE FOR SOLICITATIONS FROM THE NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY

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 Newport News public housing community; or (2) A person who resides in the Hampton Roads 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 Newport News Redevelopment and 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.

Newport News Redevelopment and 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 NEWPORT NEWS REDEVELOPMENT & 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.

AFP (AUTHORIZATION FOR PAYMENT)

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

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.

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.

Both types of these formal solicitations can only be awarded under the conditions and terms expressed in the document itself.

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 forms of solicitations are advertised in local newspapers, posted on a bulletin board located at 227 27th Street, and displayed on the electronic bulletin board accessible via modem, or Purchasing Page, on the World Wide Web (www.nnrha.com).

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: Instructional | | |
| 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 |