



Dear Madam/Sir:

The Tulsa Housing Authority (THA) appreciates your interest in doing business with us. Attached is an application form to be completed to provide the necessary information for THA to include you in our contractor database. When THA solicits bids for a job, this list is used to distribute bid information and opportunities. All construction projects over \$25,000.00 are advertised in the Legal Section of the Tulsa World and bid packages are provided to Plan Rooms in Oklahoma and Minority Agencies in the Tulsa area.

If you are interested in bidding a job, you can access a current listing of projects via our web page at [www.tulsahousing.org](http://www.tulsahousing.org). Just click on the Construction Services icon which will take you to a listing of current projects and Project Manuals. These will include information about Pre-Bid Meetings and Bid Opening deadlines as well as project specifications and bid forms. You will also find Bid Tabs from previous projects available here.

Tulsa Housing Authority is an Equal Opportunity Employer and promotes the participation of small businesses, minority, woman-owned and Section 3 businesses in all contracting activities. Therefore, information is requested on the enclosed application form of your company's classification as a small business, minority business, woman-owned and/or Section 3 business. Information is also provided explaining what Section 3 qualifications are.

You will also be required to provide a current IRS Form W-9, Request for Taxpayer Identification Number and Certification, for our records. This form can be located at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

Upon completion of the enclosed forms, please return them to THA, along with the W-9 Form to:

Tulsa Housing Authority  
Construction Services Department  
415 E. Independence  
Tulsa, Oklahoma 74106

- or -

[contracting@tulsahousing.org](mailto:contracting@tulsahousing.org)

If you have any questions, please feel free to contact one of Construction Services Senior Managers, Denise Brinker 918.581.5921 or Jason Hamilton 918.581.5709. Check out our website at [www.tulsahousing.org](http://www.tulsahousing.org), and see what Tulsa Housing Authority is up to.

Sincerely,

***Kent Keith***

Kent Keith  
Vice President of Construction Services

*Enclosures*



## BIDDERS LIST APPLICATION – *Please print clearly. All fields are required.*

COMPANY NAME (as registered with IRS): \_\_\_\_\_

CONTACT PERSON'S NAME: \_\_\_\_\_

CONTACT PERSON'S TITLE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_

TYPE OF WORK, SERVICE OR PRODUCT \_\_\_\_\_

FEIN OR SOCIAL SECURITY #: \_\_\_\_\_

BONDING/JOB SIZE CAPABILITY:      \$25,000 and Below \_\_\_\_\_  
   \$25,000 - \$50,000 \_\_\_\_\_  
   \$50,000 - \$100,000 \_\_\_\_\_  
   Over \$100,000 \_\_\_\_\_

INSURANCE AMOUNTS:                      General Liability \_\_\_\_\_  
   Automobile \_\_\_\_\_  
   Worker's Comp ♦ \_\_\_\_\_

***All projects require \$1,000,000 each on General Liability and Automobile and THA must be named additional insured.***

MINORITY CLASSIFICATION OR SECTION 3 QUALIFIED BUSINESS: (Check – If Applicable)\*

African American	_____	Hasidic Jewish American	_____
Hispanic American	_____	Woman Owned	_____
Native American	_____	Section 3**	_____
Asian American	_____	Other (please specify)	_____

\* Must be at least 51% owned by minority or women to be classified as such.

\*\* Please complete and return the attached certification to be considered a Section 3 business.

PLEASE RETURN TO THE FOLLOWING ADDRESS:      Tulsa Housing Authority  
   Attn: Construction Services Department  
   415 E. Independence  
   Tulsa, OK 74106-5213

How did you learn about contracting opportunities with THA? \_\_\_\_\_

**CERTIFICATION for BUSINESS CONCERNS SEEKING SECTION 3  
PREFERENCE in CONTRACTING and DEMONSTRATION of  
CAPABILITY**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

TYPE OF BUSINESS:      ☐ Corporation                      ☐ Partnership  
                                 ☐ Sole Proprietorship              ☐ Joint Venture

Attached is the following documentation as evidence of status:

For business claiming status as a Section 3 resident owned Enterprise:

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of resident lease   | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation in a public assistance program | <input type="checkbox"/> Other evidence                       |

For the business entity as applicable:

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of Articles of Incorporation                                       | <input type="checkbox"/> Certificate of Good Standing             |
| <input type="checkbox"/> Assumed Business Name Certificate                                       | <input type="checkbox"/> Partnership Agreement                    |
| <input type="checkbox"/> List of owners/stockholders and % of each                               | <input type="checkbox"/> Latest Board minutes appointing officers |
| <input type="checkbox"/> Organization chart with names and titles and brief functional statement | <input type="checkbox"/> Additional documentation                 |

For business claiming Section 3 status by subcontracting at least 25 percent of the dollar awarded to qualified Section 3 business

- ☐ List of subcontracted Section 3 business and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible within three (3) years of date of first employment with the business.

- |   |   |
|---|---|
| <input type="checkbox"/> List of all current full-time employees                                      | <input type="checkbox"/> List of all employees claiming Section 3 status  |
| <input type="checkbox"/> PHA/IHA Residential Lease (less than three (3) years from day of employment) | <input type="checkbox"/> Other evidence of Section 3 status (less than three (3) years from date of employment) |

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- |  |  |
|--|--|
| <input type="checkbox"/> Current financial statement                       | <input type="checkbox"/> List of owned equipment                           |
| <input type="checkbox"/> Statement of ability to comply with public policy | <input type="checkbox"/> List of all contracts for the past two (2) years. |

\_\_\_\_\_  
Authorized Name

\_\_\_\_\_  
Authorized Signature

Corporate Seal

Attested by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

## ***Preference for Section 3 Business Concerns in Contracting Opportunities***

Remember: A Section 3 Business\* is a business:

1. That is 51 percent (51%) or more owned by a Public Housing resident(s); or
2. Whose permanent, full-time employees include persons, at least 30 percent (30%) of whom are currently Public Housing residents, or were Public Housing residents within three (3) years of the date of first employment with the business concern; or
3. Whose permanent, full-time employees can be termed as "low" or "very low" income; or
4. That provides evidence of a commitment to subcontract in excess of 25 percent (25%) of the dollar amount of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraph (1), (2) or (3) in this definition of "Section 3 Business Concern".
5. Section 3 *Preference* can ***only*** be given when the procurement of goods or services is done by a "Request for Proposal" or a "Request for Quote". Projects done by "Sealed Bid" will not qualify for Section 3 Preference.

*Section 3 helps create employment for low-income persons and provides contracting opportunities for businesses that are owned by low-income people or that provide employment to low-income people.*

### ***\* NOTE:***

Classification as, or participation with, a Section 3 Business Concern is not a pre-requisite for inclusion on THA contractor's bidders list.