



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/vendor database. When THA solicits bids for a job, we utilize this list to distribute bid opportunities. All construction projects over \$50,000.00 are advertised in the Legal Section of the Tulsa World newspaper 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, click on "CONTRACTING", when the next screen appears, click on "RFPS" to see a listing of current projects. 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
201 W 5th St., Suite 400
Tulsa, Oklahoma 74103

- or -

contracting@tulsahousing.org

Should you have any questions, please feel free to contact me or one of Construction Services Project Managers, Denise Hefner @ 918.581.5921 or Ron Koscheski @ 918.581.5709. In the meantime, check out our website at www.tulsahousing.org and see what Tulsa Housing Authority is up to now.

Sincerely,

Kent Keith

Kent Keith
Vice President of Construction Services

Enclosures



VENDOR 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 w/area code: _____

FAX NUMBER w/area code: _____

TYPE OF WORK, SERVICE OR PRODUCT _____

FEIN OR SOCIAL SECURITY #: _____

BONDING/JOB SIZE CAPABILITY: \$50,000 and Below _____
 \$50,000 – 75,000 _____
 \$75,000 - \$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
 201 W. 5th Street, Suite 400
 Tulsa, OK 74103

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 officer |
| <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

Corporate Seal

Authorized Signature

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 vendor list.