

# Virgin Islands Housing Authority

## Vendor Application Form

☐

New Application

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Information Change

ORGANIZATION INFORMATION					
Company Name					
Company Address					
Suite / Building / Room / Floor					
City, State, Zip Code	City		State		Zip Code
Country (If Not USA)					
Phone Number					
Fax Number					
Website Address					
E-Mail Address					

AUTHORIZED REPRESENTATIVE INFORMATION	
Name	
Title	
Phone Number	
Mobile Number	
Fax Number	
E-Mail Address	

ORGANIZATION BUSINESS STRUCTURE (Check Business Structure As Indicated On Attached W-9 Form)					
<input type="checkbox"/>	Corporation	Taxpayer Identification Number		State Registered In	
<input type="checkbox"/>	Individual / Sole Proprietor	Taxpayer Identification Number		State Registered In	
<input type="checkbox"/>	Non-Profit Organization	Taxpayer Identification Number		State Registered In	
<input type="checkbox"/>	Partnership	Taxpayer Identification Number		State Registered In	
<input type="checkbox"/>	Other:	Taxpayer Identification Number		State Registered In	

Remit Information (Billing/Payment Information If Different from Above)					
Address					
Suite / Building / Room / Floor					
City, State, Zip Code	City		State		Zip Code
Country (If Not USA)					
Phone Number					
Fax Number					
E-Mail Address					

I, the undersigned, hereby certify that the information provided on this form and supplemental information submitted with this form is an accurate statement of facts and that I am authorized to provide this information for the above referenced business organization.

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Authorized Signature

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Title

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Authorized Name (Type or Print)

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Date

The Virgin Islands Housing Authority reserves the right to make whatever investigation deemed advisable prior to adding the applicant to the supplier list and to reject any applicant for whatever reason which serves the best interest of the Virgin Islands Housing Authority. After placement on the supplier list, failure to respond to three consecutive solicitations, either formal or informal, may result in vendor's name being dropped from the supplier list.

# Virgin Islands Housing Authority

## Diverse Business Structure Self-Certification Form

The Vendor represents and certifies that it...

### Small, Minority, Women-Owned Business Concern

(a) \_\_\_\_\_ is, \_\_\_\_\_ is not a **small business concern**. "Small business concern", as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) \_\_\_\_\_ is, \_\_\_\_\_ is not a **women-owned business enterprise**. "Women-owned business enterprise", as used in this provision, means a business that is at least fifty-one percent (51%) owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) \_\_\_\_\_ is, \_\_\_\_\_ is not a **minority business enterprise**. "Minority business enterprise," means a business which is at least fifty-one percent (51%) owned or controlled by one (1) or more minority group members or, in the case of a publicly owned business, at least fifty-one percent (51%) of its voting stock is owned by one (1) or more minority group members, and whose management and daily operations are controlled by one (1) or more such individuals. For the purpose of this definition, minority group members are:

(Check the racial/ethnic classification applicable to you)

\_\_\_\_\_ Asian Indian Americans

\_\_\_\_\_ Asian Pacific Americans

\_\_\_\_\_ Black Americans

\_\_\_\_\_ Hasidic Jewish Americans

\_\_\_\_\_ Hispanic Americans

\_\_\_\_\_ Native Americans

\_\_\_\_\_ White Americans

\_\_\_\_\_ is **not** a small, women-owned, or minority business (form must be notarized only if certifying as a small, women-owned or minority business).

Subscribed and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary

My commission expires

\_\_\_\_\_  
Date

### Section 3 Business Concern

\_\_\_\_\_ is a Section 3 business as indicated below [check applicable category and subcategory]:

#### \_\_\_\_\_ Category 1 Business

\_\_\_\_\_ Fifty-one percent (51%) or more owned by residents of the specific community or communities for which the Section3 covered assistance is expended; or

\_\_\_\_\_ Full-time, permanent workforce includes thirty percent (30%) of the above residents as employees.

#### \_\_\_\_\_ Category 2 Business

\_\_\_\_\_ Fifty-one percent (51%) or more owned by residents of another specific community or communities managed by The Housing Authority of the City of Atlanta, Georgia that is expending the Section 3 covered assistance; or

\_\_\_\_\_ Full-time, permanent workforce includes thirty percent (30%) of the above residents as employees.

#### \_\_\_\_\_ Category 3 Business

\_\_\_\_\_ An entity selected to carry out a HUD Youthbuild Program in the metropolitan area, or non-metropolitan county, in which the Section3 covered assistance is expended.

#### \_\_\_\_\_ Category 4 Business

\_\_\_\_\_ Fifty-one percent (51%) or more owned by Section3 residents; or

\_\_\_\_\_ Full-time, permanent workforce includes no less than thirty percent (30%) Section 3 residents; or

\_\_\_\_\_ Will subcontract in excess of twenty-five percent (25%) of the total amount of subcontracts to business concerns identified above.

\_\_\_\_\_ is **not** a Section 3 business (form must be notarized only if certifying as a Section 3 business).

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Principal (Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Virgin Islands Housing Authority

## Goods / Services List

Please identify below all goods and/or services that are provided by your firm. Indicate additional goods or services in the blank spaces, if they are not listed.

	Advertising
	Air Conditioning, Service & Parts
	Appliances & Parts
	Appraiser
	Architectural & Engineering Services
	Auditing or Accounting Firms
	Banking Institutions & Services
	Building Materials
	Cleaning Supplies & Services
	Communications Equipment, Supplies & Services
	Computer Hardware, Software, Equipment, Supplies
	Concrete Supplies and/or Services
	Construction (General)
	Consulting Services
	Copiers and Supplies
	Customer Services
	Developer (Real Estate)
	Electrical Contractor
	Electrical Equipment & Supplies
	Elevator Services, Parts & Supplies
	Environmental Services
	Equipment Leasing
	Equipment Maintenance
	Fencing, Installation, Removal Services
	Financial Services
	Fire Prevention/Smoke Alarms
	Fire Equipment & Supplies
	Floor Tile and Materials
	Furniture & Office Systems
	Garbage & Refuse Services

	Generator Maintenance
	Glass Service & Supplies
	Grass, Sod, Landscaping Materials & Supplies
	Hardware & Supplies
	HVAC Services
	Insurance
	Janitorial Services
	Keys, Locks, Supplies & Services
	Lawn & Grounds Maintenance Services
	Legal Services & Attorneys
	Mechanical
	Office Equipment / Supplies
	Painting Services & Supplies
	Pest Control
	Plumbing Contractors
	Plumbing & Related Supplies
	Printing Equipment, Services & Supplies
	Real Estate Services
	Resident Services
	Roofing Services, Inspections, Repairs
	Security Services
	Sign & Sign Materials
	Staffing Services
	Telecommunications
	Towing
	Training & Seminars
	Uniforms & Related Services & Supplies
	Vehicles Parts & Accessories
	Waterproofing
	Window Parts & Screens

	Other:
	Other:
	Other: