



Vendor/Contractor Application
to do business with the
Huntington Housing Authority (HHA)

Instructions

All applicants must complete sections 1 – 7 and the W-9
Also, specify what your company would like to supply to HHA
Construction contract you must complete sections 8 and 9
Product/Service contract you must complete section 10
If interested in both, complete all sections.

Submit completed applications to:

Documents@huntingtonha.org

(631) 427-6220

Vendor/Contractor with the Huntington Housing Authority (HA) is required to be eligible to submit bids/offers or be awarded contracts or purchase orders.

1. Company Information: _____
Federal Employee ID Number _____ or if individual Social Security # _____

_____ # of employees _____
Company Name not including yourself

_____ Last Name First Name

2. Company Contact Information

_____ Address City

_____ State zip code E-mail Address

_____ Office Phone Cell Phone Fax Number

3. Check one box that most accurately describe your firm's ownership (50.1%)

Woman Owned Business Certification Small Business Certification

Minority Business Certification

Please attach your Minority/Women/Small Business Certification with this application

4. Type of Organization (check one)

Corporation Partnership (attach DBA Certificate)

Individual (attach DBA Certificate)

5. Workman's Compensation (check one)

I do not carry Workmen's Compensation, I do not hire employees directly

I do carry Workmen's Compensation (certificate required) I hire/pay employees directly

6. Signatories: The following individuals are authorized to execute contracts liens, waivers, pick up bids, etc., on behalf of the firm:

_____ **Print Name** _____ **Signature**

_____ **Title** _____ **Date**

_____ **Print Name** _____ **Signature**

_____ **Title** _____ **Date**

7. References: Please supply on a separate sheet of paper list of at least (3) three verifiable references for previous work performed or materials/services provided. Include company / owner name, address, & phone number, type of work or materials and services supplied.

8. Construction Trades/Specialties – complete section 8 & 9 if you are interested in Construction Contracts.

- VR The term Vacancy Rehab (VR) refers to a unit that is no longer occupied. This work typically includes cleaning of walls, cabinets, windows, bath fixtures, appliances, strip and wax floors, replacement of cabinets, countertops, painting, plumbing minor electrical and carpentry. The contract amounts of these jobs vary on estimated labor hours and material required to complete this work.

Please check each contract amount your firm is interested:

- Under \$2,000.00
- Between \$2,000.00 and \$5,000.00*
- \$5,000.00 and above*

*All construction or maintenance service contracts exceeding \$2,000.00 require the use of Wage Rate and Certified Payrolls.

Check each type of work your firm performs (do not include types sub-contracted out):

Alarms	Fencing	Lead Abatement	Sewers
Asbestos Abatement	Flat Roof	Lead Testing	Siding
Asbestos Monitoring	Flooring	Masonry/Concrete	Welding
Asbestos Testing	Furnace Cleaning	Mold Monitoring	Windows/doors
Asphalt	Furnace Installation	Mold remediation	OTHER, specify below
Board-up	General Contracting	Mold	
Boiler Controls	Glass/Screen Repair	Painting	
Carpentry	Hardwood flooring	Plumbing	
Carpeting	HVAC Commercial	Power Washing	
Electrical	HVAC Residential	Pumps	
Emergency Furnace Work	Landscaping	Roofing	

Your firms must supply valid certifications for these categories. License(s) must be in the name of the company or the name of a company employee.

9.

Insurance Requirements – It is the contractor’s responsibility to ensure certificates are received by HHA as well as ensuring all subsequent update/renewals are received. Any contractor without proof of coverage will be suspended. All contractors must supply HHA with valid certificates of insurance as required by the HUD-5370 General Conditions of the contract for Construction in the amounts set forth below. HHA must be listed as additionally insured not just the certificated holder. Certificates must be mailed (1A Lowndes Ave., Huntington Station, NY 11746) or faxed to (631)427-6288 directly from the insurance company.

Commercial General Liability

Automobile Liability

Workers Compensation: required by New York State for any business performing work within the state when your firm hires/pays employees directly.

10.

Product/ Service Providers – complete this section if you are interested in Product or Service Contracts.

Maintenance/Repair/Inspection Services-must meet the insurance requirements in Sec. 9

Auto Doors	Fire alarm system	Office Equipment	vehicles
Cleaning	Fire Extinguisher	Refuse	Walk off mats
Elevator	Fire Suppression sys	Security Alarm/cctv	Water treatment
Exterminating	Lawn Care	Snow plowing	Other: specify

Professional Services

Accounting	Engineering Services	Mailing services	Staff training
Auditing	Interpreting	Print/copy Services	Staff development
Architectural Services	Land Surveying	Real Estate Development	Temp. employment
Engineering Services	Legal Services	Security	Other: specify

Information Technology Services

Cellular	Computer systems Analysis	Computer Systems Programming	IT hardware & infrastructure
IT Project oversight	Telephones / telecommunications	Lead Testing	Other: specify

Goods and Materials

Appliance parts	Hardware	Outdoor furniture	Window treatments
Appliance	HVAC	Outdoor equipment	Windows
Automotive supplies	Janitorial equipment	Plumbing	Winter salt calcium
Bldg. materials	Kitchen cabinets & countertops	Power hand / tools	Flooring. Carpeting
Cleaning supplies	Lumber & doors	Sign card	Office supplies
Electrical	office equipment	Sundries	Vehicles
First Aid/Safety Supplies	office furniture	Uniforms	Other: Specify

Resident Services

Education	Employment/Training	Youth Services	Senior Services
Other Target Populations	Other: specify		

Other Services

	Laundry Equipment	Other: specify			
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Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.	Requestor's name and address (optional)	
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	Employer identification number																																								
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its Instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is backup withholding, later.