



# VENDOR REGISTRATION FORM

## GENERAL INFORMATION (All fields required except Fax#)

Vendor Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Administrative/Professional Services  
City: \_\_\_\_\_ Construction  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Goods/Services/Equipment  
Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax#: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact Person's Title: \_\_\_\_\_  
Number of Years Company has been in Service: \_\_\_\_\_  
Number of Employees: \_\_\_\_\_  
Taxpayer Identification Number or Social Security Number: \_\_\_\_\_

## BUSINESS CLASSIFICATION (Select all that apply; must select at least 1)

Individual/Sole Proprietorship      Partnership  
Joint Venture      Not-for-Profit  
Corporation      Other  
Resident Owned Business

**ECONOMIC INCLUSION** (Select all that apply; at least 1 must be selected)

Certifying documentation or a notarized declaration must be provided to SMHA to prove status:

- |                               |  |
|-------------------------------|--|
| Not Applicable                | Disabled Owned   |
| Small Business Enterprise     | Veteran Owned  |
| Women Owned (at least 51%)    | Section 3 Business Concern <a href="#">(What is this?)</a> |
| Minority Owned (at least 51%) |  |

**VENDORS SERVICES AND/OR PRODUCTS** (Select all that apply; at least 1 must be selected)

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| Accessories and Parts             | Accounting                        |
| ADA Compliance                    | Administrative/Secretarial        |
| Appraisal (Real Property)         | Architecture/Engineering          |
| Asphalt Repair                    | Automobile Supplies               |
| Cabinet Installation              | Carpet Cleaning                   |
| Catering                          | Chemicals                         |
| Collections                       | Community Support                 |
| Computer Software                 | Computers, Peripherals            |
| Concrete Repair                   | Construction Management           |
| Construction: Exterior Renovation | Construction: Interior Renovation |
| Construction: New                 | Construction: Repair              |
| Consulting (Various)              | Copiers                           |
| Data Entry                        | Demolition                        |
| Electrical Supplies               | Elevators                         |

**VENDORS SERVICES AND/OR PRODUCTS** (Select all that apply; at least 1 must be selected)

Please specify the type of service(s) or product(s) your business provides:

- |   |   |
|---|---|
| Employee Pre-employment screening                   | Employee Benefits                               |
| Energy Services - Building Facilities               | Engineering Planning Design: Civil - General    |
| Engineering Planning Design: Civil - Transportation | Engineering Planning Design: Environmental      |
| Engineering Planning Design: Mechanical             | Engineering Planning Design: Hazardous          |
| Engineering Planning Design: Structural             | Engineering Planning Design: Sanitary           |
| Equipment Small Tools                               | Engineering Planning Design: Civil - Hydraulics |
| Fire Repair Restoration                             | Financial                                       |
| Flooring  | Fire Suppression and Inspection                 |
| Hazardous Materials Removal                         | Grounds Equipment                               |
| HVAC  | Heating Parts                                   |
| Janitorial Services                                 | Insurance                                       |
| Land Acquisition                                    | Janitorial Supplies                             |
| Landscape Architecture                              | Land Surveying                                  |
| Legal   | Landscaping Services                            |
| Lumber  | Locks and Supplies                              |
| Masonry   | Make Ready: Vacancy Prep Unit Turnover          |
| Moving and Packing                                  | Meetings and Events                             |
| Office Furniture                                    | Mowing Services                                 |
| Paint and Painting Supplies                         | Office Supplies                                 |
| Plumbing  | Playgrounds                                     |
| Printing and Graphic Services                       | Plumbing Supplies                               |
| Public Relations and Marketing Services             | Promotional and Event Services                  |
|   | Real Estate Appraisals                          |

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## VENDORS SERVICES AND/OR PRODUCTS (Select all that apply; at least 1 must be selected)

Please specify the type of service(s) or product(s) your business provides:

Refrigerator Parts

Roofing

Security Guards

Signs

Storage

Substance Abuse Counseling

Tools

Training

Vending Services

Water Repair Restoration

Other

Residential Cleaning

Security Alarm Systems

Siding

Skills/Unskilled Labor

Structural Supplies

Temporary Employment Services

TPA

Uniforms

Waste Removal

Web Services

**REFERENCES** (Must enter 3 references)

Please provide references (within the last 12 months) for the services or goods that your business provides:

1 Company:  
Contact Name:  
Phone:  
Physical Address:  
E-mail:

2 Company:  
Contact Name:  
Phone:  
Physical Address:  
E-mail:

3 Company:  
Contact Name:  
Phone:  
Physical Address:  
E-mail:

**DISCLAIMER**

*The completion and submission of the Vendor Registration Form does not guarantee any minimum or maximum amount of work for a Vendor. It simply means that a Vendor is registered to conduct business with SMHA as opportunities are made available. At that time, the Vendor may have the opportunity to submit a bid, quote or proposal. Likewise, the submission of a bid, quote or proposal does not guarantee any Vendor the right to an award as all procurement activity conducted by SMHA must be in full compliance with the following regulations:*

- 24 CFR 85.36
- HUD Procurement Handbook 7460.8 REV 2
- CMHA's Procurement Policy and Procedures

For registrations you must submit a W-9 Form. To complete the form click [here](#).