



# Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

## CMHA VENDOR REGISTRATION PACKET

### GENERAL INFORMATION

**Vendor Name**

**Contact Name**

**Contact Person's Title**

**Street Address**

**Street Address Line 2**

**City**

**State**

**Zip Code**

**Phone Number**

**Other Phone**

**Fax Number**

**E-mail Address**

### DISCLAIMER

The completion and submission of the Vendor Registration Packet does not guarantee any minimum or maximum amount of work for Clermont Metropolitan Housing Authority (CMHA). It simply means that a Vendor is registered to conduct business with CMHA 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 CMHA must be in full compliance with the following regulations:

- 2 CFR Part 200
- HUD Procurement Handbook 7460.8 REV 2
- CMHA's Procurement Policy and Procedures



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## CMHA VENDOR REGISTRATION FORM

### BUSINESS CLASSIFICATION

Taxpayer Identification Number or Social Security Number:

(must select at least 1)

- Individual /Sole Proprietorship
- Partnership
- Joint Venture
- Not-for-Profit
- Corporation
- State of Incorporation
- Resident Owned Business
- Other: \_\_\_\_\_

**Number of Years Company has been in Business:** \_\_\_\_\_

**How many Employees do you have employed?** \_\_\_\_\_

**Insurance Minimums** – Many of our bids, quotes and proposals require proof of insurance. When this is the case, the information will be supplied in the documentation for the offering.

#### **Liability & Indemnification**

The successful contractor will be required to furnish certification of insurance indicating that the following coverages are procured and maintained.

- Workers' Compensation and Employer's Liability Insurance.
- Public Liability and Property Damage Liability Insurance, including contractual liability and property damage.
- Vehicle Liability Insurance covering all owned non-owned or hired vehicles, with limits not less than \$500,000/\$500,000 for personal injury and \$500,000/\$500,000 for property damage.

All insurance shall be carried with companies that are financially responsible. If such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to CMHA any time requested. The successful Contractor shall, at its own expense, protect, defend, indemnify, save, and hold harmless the PHA officers, employees and agents from all claims, damages, lawsuits, costs, and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees that the PHA may incur because of the acts, omissions or negligence of the contractor or its employees' agents or subcontractors that may arise out of the agreement.



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### **DEBARMENT & SUSPENSION**

Clermont Metropolitan Housing Authority (CMHA) is required regarding Procurement activities to ensure that federal funds through contracted work (either as a vendor or a landlord) are not awarded to businesses who are non-responsible contractors. Suspensions, Proposals for Debarment, and Debarments are the most widely known tools as these actions are visible to the public via SAM (formerly EPLS). CMHA will not do business with anyone who has an active suspension or debarment in SAM.

#### What is the effect of Suspension or Debarment?

The vendor/landlord name will be published as ineligible on the System for Award Management (SAM), a GSA administered website ([www.sam.gov](http://www.sam.gov)). The suspension is effective throughout the Federal government and applies to procurement and non-procurement programs. Offers **will not** be solicited from, contracts (HAP or Vendor) **will not** be awarded to, existing contracts **will not** be renewed or otherwise extended for, and subcontracts requiring Government approval **will not** be approved for any vendor/landlord by any agency of the federal government. The landlord/vendor **may not** conduct business with the Federal government as an agent or representative of other contractors or of participants in Federal assistance programs, nor may they act as an individual surety to other Government contractors.

#### What are the causes for Suspension or Debarment?

There are several reasons why a vendor/landlord could be suspended or debarred. These include, but are not limited to, commission of fraud, embezzlement, theft, forgery, bribery, falsification, or destruction of records, tax evasion, violating Federal criminal laws, receiving stolen property, an unfair trade practice, violation of the Drug-Free Workplace Act, delinquent Federal taxes, knowing failure to disclose violation of criminal law, etc.



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### **CMHA VENDOR REGISTRATION FORM**

Would you like to receive e-mails on opportunities with CMHA that involve services your company provide? Yes or No

#### **VENDORS SERVICES AND/OR PRODUCTS**

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

- |  |  |
|--|--|
| <input type="checkbox"/> Appraisal (Real Property)         | <input type="checkbox"/> Hazardous Materials Removal     |
| <input type="checkbox"/> Asphalt Repair                    | <input type="checkbox"/> HVAC                            |
| <input type="checkbox"/> Architecture/Engineering          | <input type="checkbox"/> Janitorial Services             |
| <input type="checkbox"/> Cabinet Installation              | <input type="checkbox"/> Land Acquisition                |
| <input type="checkbox"/> Carpet Cleaning                   | <input type="checkbox"/> Land Surveying                  |
| <input type="checkbox"/> Collections                       | <input type="checkbox"/> Inspections – HQS HCV           |
| <input type="checkbox"/> Concrete Repair                   | <input type="checkbox"/> Landscaping Services            |
| <input type="checkbox"/> Construction: Exterior Renovation | <input type="checkbox"/> Masonry                         |
| <input type="checkbox"/> Construction: Interior Renovation | <input type="checkbox"/> Mowing Services                 |
| <input type="checkbox"/> Construction: New                 | <input type="checkbox"/> Painting                        |
| <input type="checkbox"/> Construction: Repair              | <input type="checkbox"/> Planning Design                 |
| <input type="checkbox"/> Construction Management           | <input type="checkbox"/> Playgrounds                     |
| <input type="checkbox"/> Demolition                        | <input type="checkbox"/> Plumbing                        |
| <input type="checkbox"/> Design Services                   | <input type="checkbox"/> Real Estate Appraisals          |
| <input type="checkbox"/> Electrical Supplies               | <input type="checkbox"/> Roofing                         |
| <input type="checkbox"/> Elevators                         | <input type="checkbox"/> Siding & Installation           |
| <input type="checkbox"/> Energy Services – Building        | <input type="checkbox"/> Waste Removal                   |
| <input type="checkbox"/> Facilities                        | <input type="checkbox"/> Waster Repair Restoration       |
| <input type="checkbox"/> Painting & Dry Wall Repair        | <input type="checkbox"/> Legal Services                  |
| <input type="checkbox"/> Flooring                          | <input type="checkbox"/> Environmental Services          |
| <input type="checkbox"/> Extermination                     | <input type="checkbox"/> Fire Suppression and Inspection |
|  | <input type="checkbox"/> Tree Removal                    |
|  | <input type="checkbox"/> Towing Services                 |

Other Services: \_\_\_\_\_



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### **SECTION 3 INFORMATION**

- 1. What is Section 3?** Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that preference for employment, training and contracting opportunities generated from the expenditure of certain HUD funds is directed to local low- and very low-income persons, particularly those who receive federal housing assistance, and businesses that are owned by or substantially employ such persons.
- 2. What does the term “Section 3 resident” mean?** A “section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-Metropolitan County where the Section 3 covered assistance is expended.
- 3. What does the term “Section 3 Business” mean?** Section 3 businesses are those that can provide evidence of **meeting one** of the following three criteria: a) 51% or more owned by Section 3 residents; or b) At least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within *three years of the date of first hire\**; or c) Provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to businesses that meet the qualifications of a) or b) above.
- 4. How are the terms “low-income” and very low-income determined?** These limits are typically established at 80 percent and 50 percent of the median income for each locality by household size or the number of people residing in one house. For 2020, the Income Limit <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>
- 5. Does being a Section 3 Business mean that a firm is automatically entitled to HUD-funded contracts?** No. Section 3 businesses may need to demonstrate to the satisfaction of the recipient agency they are a responsible Contractor with the ability to perform successfully under the terms and conditions of prospective contracts. The Section 3 regulation at 24 CFR Part 135.36 provides preference to Section 3 businesses but does not guarantee the award of contracts.

**For more information on the requirements of Section 3, please visit [www.hud.gov/Section3](http://www.hud.gov/Section3)**



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## SECTION 3 QUESTIONNAIRE

1. **Is your business a Section 3 Business?** Yes or No.  
If No, circle No, sign, and date the form below. Nothing else is required  
If Yes, circle Yes and continue to Question 2.

2. **Check the box next to the appropriate status type on your Section 3 Business.** Below each Status is a list of documents required as evidence of your Section 3 eligibility. This information must be submitted with your quote. If the supporting information is not submitted, the preference points will not be awarded.

**Resident Owned Business** Fifty-one percent (51%) or more of the business is owed by a Section 3 Resident (either Public Housing resident, or another federally subsidized housing program, or a low-income Clermont County Resident). Documentation Required: Lease or Section 3 Resident Self-Certification form

**Resident Employed Business** Thirty percent (30%) of full-time, permanent employees are Section 3 Residents (either public housing residents or low-income Clermont County residents) Documentation Required: Completed Section 3 Resident Self-Certification forms for all employees claimed as Section 3 Residents.

**Subcontracting to Section 3 Business** No Subcontracting is permitted on this Quote.

### Section 3 Certification Statement

By signing below, I certify that:

I am an authorized representative of the company named above,

- The company named above meets the requirement of Section 3 status checked,
- I understand that the documents required as evidence of Section 3 status must be kept for at least 5 years from the date of the closure of this contract,
- I understand that noncompliance with HUD's regulations in 24 CFR part 135 (known as Section 3) may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## **SECTION 3 RESIDENT SELF-CERTIFICATION**

Employee Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

### **Purpose of Section 3**

Section 3 of the Housing and Urban Development Act of 1968 requires that CMHA ensure employment and other economic and business opportunities generated by HUD financial assistance, to the greatest extent feasible, are directed to low-income persons, particularly recipients of government housing assistance, in Clermont County.

### **A Section 3 Resident is:**

1. A CMHA public housing resident; Or
2. An individual or family who lives in Clermont County and whose income is at or below the following low-income guidelines set by HUD (see graph below for persons in family).

FY 2020 Income Limit Area	Median Family Income	FY 2020 Income Limit Category	Persons in Families				
			1	2	3	4	5
Clermont County	\$86,300	Low (80%) Income	48,350	55,250	62,150	69,050	74,600

Are you a Section 3 Resident?

The definition of a Section 3 Resident **does not apply** to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

The definition of a Section 3 Resident **does apply** to me. I meet the qualifications to claim the Section 3 designation because (check one):

I am a CMHA public housing resident, OR

I am an individual or family who lives in Clermont County and whose income is at or below the low-income limits set by HUD (see graph above).

If requested, I understand that I must provide evidence of my eligibility. Penalties for falsely certifying Section 3 eligibility may include termination of employment or termination of the contract.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_



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### **MINORITY/WOMEN'S BUSINESS ENTERPRISE INFORMATION**

- 1. What is a Minority Business Enterprise (MBE)?** Minority business enterprise ( MBE ) is an American designation for businesses which are at least 51% owned, operated, and controlled on a daily basis by one or more (in combination) American citizens of an ethnic minority.
- 2. What is a Women's Business Enterprise (MBE)?** A woman owned business (WBE) company must be 51% owned, operated, and controlled on a daily basis by women who are U.S. citizens.
- 3. Does being a MBE or WBE Business mean that a firm is automatically entitled to HUD-funded contracts?** No. These businesses will need to demonstrate to the satisfaction of the recipient agency they are a responsible Contractor with the ability to perform successfully under the terms and conditions of prospective contracts. The MBE/WBE at 24 CFR Part 85.36 *Contracting with Minority and Women's Business Enterprises* states that: The grantee and sub-grantee will take all necessary affirmative steps to assure that minority firms or women business enterprises are used whenever possible.

**For more information on the requirements of MBE/WBE, please visit**

[www.hud.gov/program\\_offices/sdb](http://www.hud.gov/program_offices/sdb)





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## MINORITY/WOMEN'S BUSINESS ENTERPRISE CERTIFICATION

1. **Is your business a Minority Business Enterprise (MBE)?**      Yes    or    No.
2. **Is your business a Women's Business Enterprise (MBE)?**    Yes    or    No.

- If the answers to Question 1 and Question 2 are both No, sign here to indicate that you meet neither the definition of a Minority Owned or the definition of a Women's Business Enterprise Certification.

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

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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- If the answers to either Question 1 or Question 2 is Yes, continue to Step 3.

### 3. Minority or Women's Owned Business Enterprise Certification Statement

By signing below, I certify that:

I am an authorized representative of the company named above,

- The company named above meets the requirement of M/WBE status checked,
- I understand that the documents required as evidence of M/WBE status must be kept for at least 5 years from the date of the closure of this contract,
- I understand that noncompliance with HUD's regulations in 24 CFR part 135 or MBE/WBE at 24 CFR Part 85.36 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

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

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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