



330 E. Main Street
P.O. Box 1726
Durham, NC 27701
(919) 683-1551
FAX: (919) 683-1237
durhamhousingauthority.org

A Commitment to Quality Living

Dear Potential Vendor,

Durham Housing Authority (DHA) looks forward to a mutually beneficial partnership. For those desiring to do business with DHA, the following information is required from all vendors.

To ensure the collection of all information, please update the enclosed Vendor Questionnaire and provide a copy of the following:

- W-9 (Request for Taxpayer Identification Number and Certification)
- Business License
- DHA ACH Form
- Contractor's License
- Certificate of Insurance
- Small, Woman, Minority Business Certificate

DHA asks that you complete all questions on the survey. This information is needed to provide data to various federal, state, and local monitoring agencies. For our current bid opportunities, please visit our bid portal at <https://ha.internationaleprocurement.com/>.

Please Email to:

DHA - Procurement and Contract Administration
330 E Main Street
Durham NC 27701
Email: procurement@dha-nc.org

Thank you for your immediate attention.



330 E. Main Street
P.O. Box 1726
Durham, NC 27701
(919) 683-1551
FAX: (919) 683-1237
durhamhousingauthority.org

A Commitment to Quality Living

Contact Information

TAX ID NUMBER (If not a sole proprietor) or Social Security Number:
Contact Person's Name:
Company Name:
Company Address:
City:
State:
Zip:
Email Address:
Dun & Bradstreet No:

Accounts Receivable Information

Accounts Receivable Contact Name:
AR Telephone No.:
Payment Address:
City:
State:
Zip:
Phone Number:
Fax Number:
Terms: Net 30

Classification 1 Woman, Disabled, Minority Business, Section 3 Certified

The vendor is at least 51% owned by one or more women?
The vendor is at least 51% owned by one or more disabled individuals?
The vendor is a minority owned business?
African American (Black)
Hispanic
Caucasian
Native American
Asian American
Pacific Islander

Classification 2 Type of Products/Services

What are the primary products or services your company provides? Please check only one of the following options:

- Advertising Marketing
Automotive
Computer Services
Construction/Demoliton
Employee Benefits
Financial Services
Food and Beverage
H.A.P. Payment
Health Services
Insurance
Lease and Rentals
Legal Services
Lodging
Maintenance Sply & Mtrl.
Maint. Srv. Contracts
Office Supplies
Other
Permits, Licenses
Professional Services
Real Estate Dev.
Consultant
Reimbursement
Security Services
Telecommunication
Training
Utility
Wage Assignments
Temp. Emp. Agency

Additional products or services provided:

Classification 3 Enterprise Classification

What is the classification of your enterprise? Please check one of the following options:

- Corporation
Partnership
Non Profit
Employee
Public Housing Authority
Government
Tenant
Utility
Sole Proprieter
Other

Signed:
Date:
Title:



Office of the Staff Attorney
330 E. Main Street
P.O. Box 1726
Durham, NC 27701
(919) 683-1551
Fax: (919) 683-1237
TDD/TTY: (800) 545-1833 ext. 7774
durhamhousingauthority.org

A Commitment to Quality Living

Dear Vendor,

Thank you for becoming a valued member of the DHA team.

DHA complies with the following governance for procurement: HUD 7460.8 rev 2, 24 CFR part 200, DHA Procurement Policy and all applicable local and state laws. There is no minimum amount of work guaranteed by DHA once added into our vendor system.

The following procurement process must be followed for compliance and to ensure prompt payment:

1. Retrieve a Purchase Order. Note: Work cannot commence if a DHA Purchase Order has not been issued. A requisition is not a Purchase Order.
2. Complete work as outlined in Purchase Order.
3. Add Purchase Order number to all invoices and correspondence with DHA personnel.
4. Submit invoices to apayable@dha-nc.org and to the property manager where the work was ordered. Note: This is a vital step because AP needs the invoice to enter into the payment center and the property manager needs a copy to ensure the Purchase Order was received.

Rule of Thumb: **No Purchase Order = No Service**