

VENDOR DATA SHEET



The Housing Authority of the City of El Paso invites you to fill out this form in anticipation of being awarded a Contract or Purchase Order. By filling out this form, your company will be entered in the system that will disburse payments in accordance with all applicable documents, terms and conditions.

All invoices should be submitted to the addresses listed below for payment. Invoices submitted to the property could result in a delay of payment.

Invoices should be mailed to:

Housing Authority of the City of El Paso
Attn: Accounts Payable-HACEP
P.O. Box 9895
El Paso, TX 79995-2895

Phone numbers:

Accounts Payable
(915) 849-3764; (915) 849-3766

A/P Supervisor (915) 849-3767
Federal Tax ID # 74-6000787-9

HACEP will disburse payment net 30 of the date of the invoice submitted for payment.

It should be noted that no invoice shall be paid without a system generated contract or written contract.

When submitting an invoice for payment, the Purchase Order number or Contract Number must be referenced or it may delay payment.

Housing Authority of the City of El Paso

Vendor Data Sheet

Date: _____ Email Address: _____

Company Name: _____

Mailing Address: _____ City, State, Zip Code _____

Person to contact and title: _____

Telephone No. (____) _____ Fax (____) _____

Business Type: _____ Manufacturer (manufactures products to be sold to others)

_____ Contractor (provides a service)

_____ Supplier (sells products manufactured by others)

Organization: _____ Corporation (if YES, please provide Federal ID No.) _____

_____ Sole Proprietorship (if YES, please provide Social Security No.) _____

_____ Partnership

_____ Other (please specify)

Ownership Composition - 50% or more of the business is owned or controlled by:

_____ White _____ Black _____ American Indian _____ Hispanic

_____ Female _____ Asian _____ Spanish-American _____ Other _____

(please specify)

Please check one:	<input type="checkbox"/> TBPC Term Contract _____	<input type="checkbox"/> TBPC HUB
	<input type="checkbox"/> GSA Contract _____	<input type="checkbox"/> CO OP Contracts _____

Business References: (company name, address, phone & fax numbers and person to contact)

1. _____

2. _____

3. _____

Review the list of commodities and services on the reverse side and indicate item(s) for which your company wishes to submit bids and/or proposals. Please return this form to:

Director of Contract Compliance and Procurement Administration

Housing Authority of the City of El Paso

5300 E. Paisano El Paso, Texas 79905

fax it to (915) 849-3868

FOR HACEP USE ONLY

Received Date: _____

Vendor ID: _____

Processed by: _____

Date: _____

Please review list below and indicate the commodities your company wishes to submit bids and/or proposals to the Housing Authority of the City of El Paso

Commodity/ Material List

Appliance Parts	Garden Supplies(hand Tools, fertilizer, herbicides)	Paper Products(copy paper, etc.)
Appliances	Hand Tools	Pest Control Supplies
Appliances Commercial Grade	Hardware Supplies	Playground Equipment
Automotive Parts	HVAC Equipment	Plumbing Supplies
Books	HVAC Supplies	Roofing Equipment
Cabinets	Industrial Gas Supplies	Roofing Supplies
Central Heating Parts	Industrial Gases(propane, acetylene,oxygen)	Safety Equipment
Computers-Hardware	Insulation Supplies	Safety Supplies
Computers-Software	Janitorial Equipment	Signage/Commercial Outdoor
Countertops	Janitorial Supplies	Signage/Banners
Doors Metal	Landscaping Equipment	Storage Buildings
Doors Wooden	Janitorial Supplies	Subscriptions
Drinking Water	Landscaping Equipment	Swimming Pools
Drywall Supplies	Landscaping Materials	Telecommunication Supplies
Electrical Supplies	Concrete	Testing Equipment
Electronic Equipment	Rock	Tires
Electronic Supplies	Sand	Welding Equipment
Evaporative Coolers	Asphalt	Welding Supplies
Evaporative Cooler Supplies	Other : Specify _____	Window Blinds/Shades
Excercise Equipment	Lawn Sprinkler Supplies	Windows
Eye Glasses	Lumber Supplies	Other: _____
Fasteners (nails, Screws, Bolts)	Message Equipment	
Fire Sprinkler Supplies	Moldings, Trims	
Flooring (adhesives, Cove base)	Office Equipment	
Florist	Copiers	
Fueling Systems	Printers	
Furniture	Facsimile Machines	
Garage Doors	Office Supplies	
Garden Furniture	Paint	
Garden Equipment	Paint Supplies	

Please review list below and indicate the service your company wishes to submit bids and/or proposals to the Housing Authority of the City of El Paso

Services List

Advertising Services	Gas Leakage Services	Swimming Pool Installation
Air Duct Cleaning	Glass Replacement	Testing Equipment Calibration
Answering Services	HVAC Repairs	Training: _____
Appliance Repairs	InformationTechnology Services	Tires Installation & Repair
Asbestos Abatement Services	Insulation Staller	Training Services
Auditing Service	Janitorial Services	Water Extractions
Automotive Repairs	Lawn Sprinkler Repairs	Welding Services
Bathtub Resurfacing	Landscaping Services	Window Blind/Shade Installations
Behavioral Services	Language Services	Window Installations
Catering Services	_____ Training	Winshield Repairs/Installations
Carpet Cleaning Services	_____ Interpreter-Language	Other: _____
Central Heating Repairs	Legal services	
Computer Repairs	Machinery/Equipment Rental	
Consultant: _____	Moving Services	
Contractor: _____	Music	
Countertop Surface Repairs	Office Equipment Repair	
Crane Services	Pest Control Services	
Electronic Equipment Repairs	Photography Services	
Elevator Repairs	Playground Equipment Installer	
Engergy Services	Plumbing Services	
Enviromental Services	Printing Services	
Exercise Training	Publishing	
Fencing Installation & Repairs	Real Estate	
Fire Alarm Installation	Roofing Repairs	
Fire Alarm Inspection	Safety/Security Equipment	
Fire Sprinkler Installation	Singage-Commercial	
Fire Sprinkler Inspection	Singage-Banners	
Flooring Installation	Solid Waste Services	
Garage Door Repairs	Storage Building Installation	
Gardening Equipment Repair	Storage Space Rental	

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below).

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 on page 4.

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.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

