



METROPOLITAN DEVELOPMENT
AND HOUSING AGENCY

VENDOR APPLICATION FORM

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

<p>MAIL OR EMAIL <i>COMPLETED</i> REGISTRATION FORM TO: METROPOLITAN DEVELOPMENT AND HOUSING AGENCY 712 SOUTH SIXTH STREET NASHVILLE, TENNESSEE 37206</p> <p>TINA MEADOR TMEADOR@NASHVILLE-MDHA.ORG (615) 252-8490</p> <p><u>IMPORTANT! NOTARY AND COPY OF CERTIFICATION REQUIRED FOR CLAIMING MINORITY, WOMEN, SMALL BUSINESS ENTERPRISE STATUS</u></p>	<p>BUSINESS LICENSE # _____</p> <p>LOCATION: _____</p> <p>DATE _____</p>
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FIRM NAME: _____

PHONE: (____) _____

FAX: (____) _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

CONTACTS IN FIRM (FOR INQUIRIES): _____

VENDOR TYPE (CIRCLE ONE): A & E PROFESSIONAL - GENERAL CONTRACTOR - HOME -

IMPROVEMENT/REHAB - PROFESSIONAL SERVICES - GENERAL SERVICES - SUPPLIER - SECTION 3

TRADE SPECIALITY (SEE DIVISION TABLE AT APPENDIX):

YEARS PERFORMING WORK SPECIALTY: _____

YEARS IN BUSINESS UNDER PRESENT NAME: _____

TOTAL BONDING CAPACITY \$ _____

SURETY: _____ BOND RATE: _____

HAS FIRM: FAILED TO COMPLETE A CONTRACT? _____

BEEN INVOLVED IN BANKRUPTCY OR REORGANIZATION? _____

PENDING JUDGEMENT CLAIMS OR SUITS AGAINST IT? _____

IF ANSWER TO ANY OF THE PRECEDING IS YES, SUBMIT DETAILS ON
SEPARATE SHEET?

YOUR CONTRACTOR LICENSING NUMBER: _____

LICENSING STATE: _____

LICENSE CLASSIFICATIONS: _____

HOME IMPROVEMENT LICENSE #: _____

EXPIRATION DATE: _____

DIVERSITY INFORMATION

Is your company 51% Owned or Operated by a Minority Group? Yes ___ No ___

If yes, check the ethnic category and indicate % of ownership:

- American Indian/Alaskan Native ____%
- African American ____%
- Hispanic ____%
- Asian/Pacific Islander ____%
- Other ____% _____(please indicate)

Is your company 51% Owned or Operated by Women? Yes ___ % No ___

Is your company certified as a:

Minority Business	Yes _____	No _____
Small Business	Yes _____	No _____
Women-Owned Business	Yes _____	No _____

If yes, name the entity of certification: _____

Provide copy of certification letter or certificate with your Vendor Application submission.

* Must have certification to be recognized as MBE, WBE, or SBE status with MDHA.

Has your company worked on a previous project for MDHA before: Yes___ No___

If yes, what year? _____ What Project _____ and what was your role/and or what services did you provide? _____

HAVE YOU BEEN INVOLVED IN ANY LITIGATION WITH ANY PUBLIC AGENCY INCLUDING THE STATE OF TENNESSEE? _____ (Y) _____ (N) IF YES, EXPLAIN.

I, HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: _____
Officer of the Firm

NAME: _____ TITLE: _____

Definitions For Determining Minority, Women And Small-Owned Firms

The guidelines for determining minority, women and small-owned firms are defined as follows:

“MINORITY” means a person who is a citizen or lawful permanent resident of the United States and who is:

- Black (a person having origins in any of the black racial groups of Africa);
- Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
- Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or
- American Indian and Alaskan Native (a person having origins in any of the original peoples of North America).

“MINORITY BUSINESS ENTERPRISE” shall mean a minority business: A continuing, independent, for profit business which performs a commercially useful function, and is at least 51 percent owned and controlled by one or more minority individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned and controlled by one or more minorities. Whose management and daily business operations are controlled by one or more of minority individuals. “Control” as used in the above clause, means exercising the power to make policy decision. “Operate,” as used in the above clause, means being actively involved in the day-to-day management of the business.

“WOMEN BUSINESS ENTERPRISE” shall mean women business: A continuing, independent, for profit business which performs a commercially useful function, and which is at least 51 percent owned and controlled by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned and controlled by one or more women. Whose management and daily business operations are controlled by one or more of such individuals. “Control” as used in the above clause, means exercising the power to make policy decision. “Operate,” as used in the above clause, means being actively involved in the day-to-day management of the business.

SMALL BUSINESS ENTERPRISE AS DEFINED IN SECTION 4.44.010 OF THE METROPOLITAN CODE OF LAWS;

A Small Business satisfies all of the following criteria:

- (a) A United States business which is independently owned and operated, and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in it's field of operation.
- (b) Either has no more than the following number of employees or has no more than the following annual sales volume for the applicable industry; and

INDUSTRY	ANNUAL SALES VOLUME	MAXIMUM NUMBER OF EMPLOYEES*
Agriculture, Forestry, Fishing	\$500,000	9
Architectural/Design/Engineering	\$2,000,000	30
Construction	\$2,000,000	30
Educational	\$1,000,000	9
Finance, Insurance, Real Estate	\$1,000,000	9
Information Systems/Technology	\$2,000,000	30
Manufacturing	\$2,000,000	99
Marketing/Communications/Public Relations	\$2,000,000	30
Medical/Healthcare	\$2,000,000	30
Mining	\$1,000,000	49
Retail Trade	\$750,000	9
Service Industry	\$500,000	9
Transportation, Commerce and Utilities	\$1,000,000	9
Wholesale Trade	\$1,000,000	19

- (c) Meets the following additional criteria:
 1. Has demonstrated capability to perform independently a substantial portion of the contract they seek, or a substantial portion or the subcontract for which they are proposed by a bidder or offeror, as specified by the Purchasing Agent;
 2. Not share or jointly use office space, production, marketing and sales, business support systems, personnel,

or equipment with any business not classified by Metro as a small business (i.e., a large business);

3. Has existed as a legal business entity for a minimum of one year (twelve months of continuous business enterprise), performing independently and satisfactorily and achieving a minimum of \$35,000.00 sales income (collected sales dollars not simply booked sales);
4. Not to be owned, controlled, or directed by individuals or groups of individuals who own, control or direct a large business involved in the same category of work as the business for which small business status is sought;
5. If a supplier, be an authorized regular distributor with normal wholesale agreements for the Product or products to be supplied; and
6. If a construction contractor, be licensed as required by the state to perform the work for which it has submitted a bid or has been proposed by a prime as a subcontractor.

*NOTE: Employee means a person (or persons) employed on a full-time (or full-time equivalent), a permanent basis. Full-time equivalent includes employees who work 30 hours per week or more. Full-time equivalent also includes the aggregate of employees who work less than 30 hours a week, where the work hours of such employees add up to at least 40 hour work week. The totality of the circumstances, including factors relevant for tax purposes, will determine whether persons are employees of a concern. Temporary employees, independent contractors or leased employees are not employees for these purposes. The owner(s) are excluded from this classification.

Minority, women and small-owned firms are required to provide proof of their eligibility in accordance with these guidelines.

Certifying Agencies

Governor's Office of Diversity Business Enterprise-(GODBE)

MBE, WBE, SDV

312 Rosa Parks Ave -22nd Floor

Nashville, TN 37203

615-741-9263

www.tn.gov/generalservices/procurement

Metro Nashville Office of Minority and Women Business Assistance (BAO)

730 2nd Ave South.

Nashville, TN 37210

615-880-8144

www.nashville.gov

Metropolitan Nashville Airport Authority-DBE

One Terminal Dr. Suite 501

Nashville, TN 37214

www.flynashville.com

Metro Transit Authority-DBE

430 Myatt Drive

Madison, TN 37115

615-880-3977

www.nashvillemta.org

Small Business Administration

TN District Office

50 Vantage Way, Suite 201

Nashville, TN 37228

615-736-5881

www.sba.gov/TN

TriState Minority Supplier Development Council-TSMSDC-MBE-TSMSDC

Nashville State Office

Metro Center, Plaza I Building

220 Athens Way, Suite 105

Nashville, TN 37228

615-259-4699

www.tsmsdc.net

TRADE SPECIAL OR DIVISION

Check applicable to your business or service

SITE CONSTRUCTION	
CONCRETE	
MASONRY	
METALS	
WOODS & PLASTICS	
THERMAL & MOISTURE PROTECTION	
DOORS & WINDOWS	
FINISHES	
SPECIALITIES	
EQUIPMENT	
FURNISHINGS	
SPECIAL CONSTRUCTION	
CONVEYING SYSTEMS	
MECHANICAL	
ELECTRICAL	
CONTROLS & INSTRUMENTATION	