

# Rebuilding Together Silicon Valley – Prequalified Contractor Application



Thank you for your interest in becoming a prequalified contractor for Rebuilding Together Silicon Valley. This document highlights the basic requirements and criteria of our prequalified contractors. Please take a moment to print and fill out this document in its entirety. Completed applications and proof of items listed below can be faxed to 408-578-9359, or emailed to Kevin McCarthy at [kevin@rtsv.org](mailto:kevin@rtsv.org). If you have any questions, Kevin can be reached at 408-578-9519.

## Contractor Information

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

Main Contact Person \_\_\_\_\_ License Class \_\_\_\_\_

CA Contractor License # \_\_\_\_\_ Date \_\_\_\_\_

Is your company a  Minority-Owned Business?  Woman-Owned Business?  Section 3 Business?

Do you have any of the following CA Contractor Specialty (Class C) license designations? (Please check all that apply)

Painting (C33) \_\_\_\_\_ Plumbing (C36) \_\_\_\_\_ HVAC (C20) \_\_\_\_\_ Roofing (C39) \_\_\_\_\_ Electrical services (C10) \_\_\_\_\_

## Contractor Requirements

## Please Initial

Contractor must hold a current and valid State of CA contractor's license \*/\*\* \_\_\_\_\_

Contractor must be in good standing with State of CA \_\_\_\_\_

Contractor cannot be on State/Federal Debarred Contractors list\*\* \_\_\_\_\_

Contractor must have business license in the city which they operate \_\_\_\_\_

Contractor must have current/valid General Liability and Workers Comp Insurance\* \_\_\_\_\_

Contractor must possess RRP certification and be Lead-Safe Certified\* \_\_\_\_\_

Contractor must provide at least a one-year warranty for all work per state regulations \_\_\_\_\_

*\*Please provide proof of these items and your W-9 (see last page) along with this form.*

*\*\*RTSV will confirm and attach documentation*

## Contractor Attributes

RTSV continually monitors the following areas throughout the year in order to identify vendors that demonstrate the following attributes. As a result, our contractor partners that continually adhere to these attributes are rewarded with more work. Please take a moment to better understand these attributes of a partner contractor:

- Understanding of RTSV Mission & Goals – We are a non-profit that primarily serves elderly and disabled homeowners through home repairs at no cost to applicants. We expect that the vendors (and their employees) we contract with will understand RTSV's mission in order to better respond and serve our clients.
- Competitive Pricing – As responsible stewards of all monies that are donated and awarded to us, we closely monitor our sub-contractor projects for continued competitive pricing. Discounts are tax-deductible.
- Quality of Work/Service – RTSV has provided free home repair services to our clients for over 25 years. Our greatest tool in outreach is client word-of-mouth. Within the community which we serve, our credibility and quality of work is key for our continued success and a criterion of our vendor relationship that is continually monitored.

- Customer Service – As a sub-contractor, you represent our organization. We expect that your technicians/staff who interact with our clients adhere to a high quality of client customer service.
- Communication –We encourage and expect open and efficient communication lines with our vendors. In addition, we expect that your technicians/staff who interact with our clients will follow a mutually agreed upon communication protocol with our clients.
- Timing – Due to the nature of repairs that are sub-contracted, timing is very important to our program. A repair response timeline that is mutually agreed upon will be established prior to engagement with a vendor.
- Using staff, not subcontractors – We prefer to use contractors that employ in-house staff versus using subcontractors.
- No upselling – Upselling to our clients is not tolerated.
- Mobile Home Experience – A large portion of the homes we service are mobile homes. It is important for our contractor partners to have experience or be willing to work on mobile homes.
- Multilingual Support - Many of our clients speak English as a second language. Multilingual support is a plus.
- Engagement in RTSV volunteerism – Volunteers are at the core of how we make a difference in our community. Any amount of donated labor is welcome...plus it is tax-deductible!

**Contractor Acknowledgement**

I have read this document in its entirety and would like to be considered as a prequalified contractor for Rebuilding Together Silicon Valley.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Since our establishment in 1991, Rebuilding Together Silicon Valley has renovated over 4,000 homes and community facilities. Our work preserves affordable housing by transforming homes and lives through critical repairs and accessibility modifications for low-income homeowners and community centers at no cost to the service recipient. The majority of the low-income homeowners we serve are seniors and/or people with disabilities who are physically and financially unable to maintain safe and warm living conditions for themselves and their families. Our impact extends beyond the individuals served to revitalize and stabilize vulnerable neighborhoods in our community.*

## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	<small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									

**OR**

<b>Employer identification number</b>									

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### 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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*