

# CONTRACTORS AND VENDORS

## HOW TO BECOME A VENDOR WITH THE EAST ST. LOUIS HOUSING AUTHORITY

We are always looking for new qualified vendors to expand our vendor base who wish to compete for our procurement and contracting needs. Vendors are encouraged to register themselves by visiting our [Vendor Registration](#) page.

### PRE-QUALIFICATION

Pre-Qualification is the process of determining if a contractor is qualified to perform contract work or provide services for the ESLHA. The firm's work experience, financial status and the verification of required licenses are considered. Pre-Qualification is not a condition of bidding, but it is a condition of contract award.

In order to become a vendor with ESLHA, your company must complete and submit the following necessary documentation:

- Vendor Profile Form or Update Form
- W-9 Form

Additional Information - Condition for award:

- Business License
- Certificate of Insurance with ESLHA named as Additional Insured
- Financial Statements
- Previous Work History
- References

### DIVERSITY AND ECONOMIC INCLUSION

If you are certified as a Minority, Women-Owned Business Enterprise or Disadvantaged Business Enterprise, submit the WBE, WBE, or DBE certification documentation for your company as well.

ESLHA has established goals which are to be seriously pursued relative to all ESLHA procurement and contracting activities. Those goals are:

- 20% MBE General Construction
- 12% MBE Professional Services
- 5% MBE Materials/Supplies
- 5% WBE
- 15% Section 3 Construction
- 5% Section 3 – Non-Construction

# SECTION 3

## SECTION 3 REQUIREMENTS FOR CONTRACTORS (CONSTRUCTION AND NON-CONSTRUCTION)

ESLHA is committed to provide quality housing and economic opportunities for our residents and the neighborhoods we service. Section 3 is part of the U.S. Housing and Urban Development Act of 1968 with the purpose of ensuring employment, training, contracting and other economic development opportunities for low income persons when federal dollars are expended. Federal law requires that “to the greatest extent feasible” at least 10% of the total dollar amount of all construction contracts and 3% non-construction contracts be awarded to certified Section 3 businesses. Section 3 requirements apply to **all** contract awards for public housing authorities, other than contracts for **materials and supplies**.

HUD considers public housing authorities to be in compliance with Section 3 if they and their contractors and subcontractors (for contracts other than for materials and supplies) meet the following minimum numerical goals for hiring and subcontracting:

A. Hiring Requirements

30% of the aggregate number of any new hires for purposes of fulfilling any covered contract with ESLHA shall be Section 3 qualified individuals; and

B. Subcontracting Requirements

1. Construction-type contracts: 10% of the total dollar amount of all covered contract with ESLHA shall be Section 3 qualified individuals.; and

2. Non-construction contracts: 3% of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

C. If A. and B. Are Demonstrably Not Feasible

If a contractor or subcontractor can demonstrate with respect to any contract subject to Section 3 it has not need or plan to subcontract or hire, or that it has attempted, to the maximum extent feasible, to meet Section 3 hiring and subcontracting goals, but has been unable to meet those goals, the contractor may substitute other economic opportunities. Often provision of such opportunities consists of a contribution to a ESLHA Training Scholarship fund.

# VENDOR PORTAL

Welcome to ESLHA'S Vendor Portal. You must be logged in to view certain content on the website.

- [ESLHA Online Bidder's Application](#)
- [Vendor Registration \(Registration is free\)](#)
- [Vendor Log-In > Create An Account](#)
- [Current Solicitations \(Log-In\)](#)