



Independent Contractor Application
Send completed application via fax to 817.462.9415 or email to
VendorApp@hmbiweb.com

Company Information:

Company Name: _____

Street: _____

City: _____ State _____ Zip _____

Email: _____

Office # _____ Mobile # _____

Home # _____ Fax # _____

Contact _____ Owner _____

EIN/SS # _____ License # _____

States Served _____

Type Business:

Refer to business types listed on page

_____ Large Business

_____ Small Business (SB)

_____ Small Disadvantaged Business (SDB)

_____ Service-Disabled Veteran-Owned Small Business (SDVOSB)

_____ Women-Owned Small Business (WOSB)

_____ Veteran-Owned Small Business (VOSB)

_____ HUBZone Empowerment Contracting Program



Fee Schedule & Coverage Area

I agree to perform work per Fee Schedule for the Counties listed below:

Fee	Description of Task
\$	Initial Cleaning – Up to 40 cu. yds. debris - completed within 48 hours of issuance.
\$	Initial Lawn Maintenance - completed with initial cleaning within 48 hours of issuance.
\$	Periodic Lawn Maintenance- completed every two weeks – during grass cutting season.
\$	Periodic Inspection - to be completed every two weeks.
\$	Winterization - Wet (properties not previously winterized)
\$	Winterization - Dry
\$	Snow Removal – To be completed with 24 hours of issuance.
\$	
\$	
\$	
\$	

Add additional fees & services not listed to blank cells.

List Counties & State Served

Company _____

Print Name _____

Signature _____

Date _____



To: All Contractors

In accordance with the Federal Acquisition Regulations (FAR) 52.203-7 Anti-Kickback Procedures and HMBI's Internal Policies, all email correspondences between HMBI and the Contractor should be sent to an address ending with hmbiweb.com. Our office personnel have been instructed to never utilize their personal emails to interact with Contractors.

The Government strictly prohibits any person from providing or attempting to provide or offering to provide any kickback, soliciting, accepting, or attempting to accept kickbacks. This restriction also applies to any type of gratuity even a "tip" or lunch money, flowers, stuffed animals, food, candy, etc., to anyone for doing anything in connection with their job.

Contractors who violate these procedures will be terminated immediately and action will be brought against the accused.

We encourage each of our contractors to notify our Corporate Office of any attempted wrongdoings that might be in violation of the above. Your prompt attention and compliance to these matters are truly appreciated.

Please sign and date this document acknowledging the guidelines.

Thanks for your support.

..-.,.

Date: _____

Federal Tax ID #: _____

Contractor Name: _____

Contractor Signature: _____



WORKERS' COMPENSATION INSURANCE WAIVER

To Contractor:

If you have all of your labor and/or services performed only by owners or principals of your company, you can work on government real estate owned properties without Workers' Compensation Insurance in most States. There are some states, however, that require an owner to "elect" to be excluded from the state's worker's compensation system. You should contact your state's worker's compensation agency to inquire as to the requirements for your state.

Contractor warrants that all work performed on properties owned by a government agency, will be completed by the principal owners of the Company. Contractors should be cognizant that if employees or subcontractors are hired and gets hurt on the job and you do not have Workers' Compensation Insurance, you may be liable for all the benefits that the employee/subcontractor might have received under the Workers' Compensation system. If your company is a corporation, the officers of the corporation may be personally liable for all employee/subcontractor injuries. Additionally, there may be civil and criminal penalties for not having Workers' Compensation Insurance employees/subcontractors.

Contractor understand that should it become necessary for employee subcontractors to be hired to perform work on a property, Contractor will immediately obtain required Workers' Compensation Insurance as required by the State in which the services are performed and will be provided to HMBI.

If any of the above requirements are not adhered to, the Contractor will be liable for all actions taken against HMBI for indemnity purposes.

Date: _____

Federal Tax ID#: _____

Contractor Name: _____

Contractor Signature _____



Insurance Requirements

Any Contractor that wishes to perform work on REO properties is required to have the insurance coverage below.

Certificate should show the policy period and coverage amount. Automobile insurance should be in the same format. **Automobile Insurance pocket cards are not acceptable.**

Business Insurance:

General Liability \$500,000 per occurrence; \$1,000,000 General Aggregate

Automobile/Vehicle:

Bodily injury: \$100,000 per person - \$300,000 per occurrence

Property damage: \$50,000 per occurrence

Worker Compensation:

\$100,000 each accident: \$500,000 each Disease

\$100,000 Policy Limit each Disease/Each Employee



Business Types

Small Business

A business that is independently owned and operated, which is not dominant in its field of operation and in conformity with specific industry criteria defined by the Small Business Administration (SBA). Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period. The SBA has established a [table of size standards](#) matched to North American Industry Classification System (NAICS) industries.

Small Disadvantaged Business (SDB) Certification Program

The Small Disadvantaged Business (SDB) Certification Program is one of two SBA programs targeted towards providing business assistance to small disadvantaged businesses. SDB certification pertains specifically to federal procurement. SDB firms are eligible for special bidding benefits. Also, SDBs increase their subcontracting opportunities with prime contractors who accumulate evaluation credits by subcontracting to qualified SDBs. The SBA must certify small businesses that want to claim SDB status.

An SDB is a small business that is at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals.

Socially disadvantaged individuals are those who have been subject to racial or ethnic prejudice or cultural bias within American society because of their identification as members of certain groups. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a "[preponderance of the evidence](#)" that they are disadvantaged. All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry.

Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged. Economically disadvantaged must be established for all applicants. The SBA determines eligibility on a case-by-case basis.

Service-Disabled Veteran-Owned Small Business (SDVOSB)

A service-disabled veteran-owned small business concern is a small business that is at least 51% owned by one or more service-disabled veterans. In the case of publicly owned businesses, at least 51% of the stock is owned by one or more service-disabled veterans and the management and daily business operations are controlled by one or more service-disabled veterans or in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

Service-disabled veteran means a veteran with a disability that is service-connected; the disability was incurred in the line of duty while serving in the U.S. active military, naval or air service.

SDVOSBs are eligible for sole source contracts and restricted competitions. All contracts valued at \$100,000 or more include a clause, which requires the prime contractor to provide the maximum practicable opportunity to SDVOSBs to compete for subcontracts.



Veteran-Owned Small Business (VOSB)

A veteran-owned small business concern is a small business that is at least 51% owned by one or more veterans. In the case of publicly owned businesses, at least 51% of the stock is owned by one or more veterans and the management and daily business operations are controlled by one or more veterans. VOSBs are not eligible for sole source contracts and procurement set-asides however the FAR requires

federal agencies to actively encourage their prime contractors to use VOSBs as subcontractors. All contracts valued at \$100,000 or more include a clause, which requires the prime contractor to provide the maximum practicable opportunity to VOSBs to compete for subcontracts.

Women-Owned Small Business (WOSB)

A women-owned small business concern is a small business that is at least 51% owned by one or more women. In the case of publicly owned businesses, at least 51% of the stock is owned by one or more women and the management and daily operations of the business are controlled by one or more women.

WOSBs are not eligible for sole source contracts and procurement set-asides however the FAR requires federal agencies to actively encourage their prime contractors to use WOSBs as subcontractors. All contracts valued at \$100,000 or more include a clause, which requires the prime contractor to provide the maximum practicable opportunity to WOSBs to compete for subcontracts.

HUBZone Empowerment Contracting Program

The Historically Underutilized Business Zone (HUBZone) Program provides federal contracting opportunities for small business concerns located in economically distressed communities in order to increase employment opportunities, stimulate capital investments in those areas, and empower communities through economic leveraging. HUBZone areas are determined by various census data. To qualify as a HUBZone, a business must meet the following criteria:

- It must be a small business by SBA size standards;
- Its principal office must be located within a HUBZone, which includes lands on federally recognized Indian reservations;
- It must be owned and controlled by one or more U.S. citizens. Approved ownership can also be by a Community Development Corporation or Indian tribe; and
- At least 35% of its employees must reside in a HUBZone.

The SBA must certify small businesses that want to claim HUBZone status. HUBZone businesses are eligible to receive sole-source or set-aside contracts, or receive a price preference up to 10% when competing for full and open competition procurements.