



Thank you for your interest in collaborating with United Water Federal Services Inc.! We welcome new partnerships to support us in providing superior service to our nation's military bases. Our largest opportunity for partnering together will be for those companies that can help us reach the goals of the small-business subcontracting plan per our contract with the government. As a federal contractor, we are contractually obligated to obtain the best possible value for the government. All federally-qualified small business and those who are not, we encourage you to submit your completed profile sheet and required documents, along with a detailed description of your company's products and/or services, to your local point of contact. Please see the downloadable application to fill out and submit back to our team.

Generally, it takes a few weeks to review your qualifications and check your references. We obtain a Dun and Bradstreet report on all companies with which we anticipate doing at least \$250,000 of business annually to help ensure we are doing business with the most highly qualified companies. Please be advised that we require all partners to be registered with the System for Award Management (SAM), have completed, as appropriate, the SAM Representations and Certifications, and have all employees and lower tier subcontractors e-Verify using the website [www.uscis.gov/everify](http://www.uscis.gov/everify). Also required, all vendors to have a current business license for each state in which they wish to qualify and work.

Upon final review of your application we look forward at the possibility of working together soon. Again thank you for your interest in United Water Federal Services Inc.

**SUPPLIER / CONTRACTOR  
INFORMATION FORM**

**To be completed by potential supplier**  
Please type or print

Legal Business Name: \_\_\_\_\_

DBA Name: \_\_\_\_\_

(If your business name is commonly abbreviated, please indicate; e.g. National Hockey League → NHL. Please note the business name that will be on invoice. The business name must match the business name on the W9 form)

Company Address

Street/PO Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sales Contact Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Remittance Address

Street/PO Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Type of Business (check one)

- Corporation, Professional Corporation or Professional Association
- Individual or Sole Proprietorship                       Partnership
- Limited Liability Corporation

D&B # \_\_\_\_\_ Primary SIC/NAICS Code \_\_\_\_\_

Fed ID# \_\_\_\_\_ or Social Security # \_\_\_\_\_

**Completed W-9 form must accompany this application**

Does your business accept Procurement Credit Cards?     Yes     No  
(i.e. Mastercard, Visa etc?)

Business Size Category     Large     Small

\*See reference to definitions of Small and Large businesses on page 2.

Special Certification

- \*MBE Certified     \*WBE Certified     Veteran Owned     HUBZone     Service Disabled Veteran

Other, please specify \_\_\_\_\_

Website URL \_\_\_\_\_

**Provide a description of goods/services you are providing our company:**

\_\_\_\_\_

\_\_\_\_\_ **\*\*Form completed by (Print Name & Sign)**                      \_\_\_\_\_ **Date**                      \_\_\_\_\_ **Phone**

## **\*\*REQUIRED**

### **Notes to Supplier:**

1. Supplier completes Part I of **New Supplier Application** and W-9 form and then forwards application, W-9 form, certificate (if applicable) to [UWFSinfo@Unitedwater.com](mailto:UWFSinfo@Unitedwater.com) Copy of current certificates must accompany this application. SUEZ only recognizes up-to-date certification.
2. Supplier hereby warrants and represents that it is not debarred, suspended, proposed for debarment or otherwise ineligible for participation in federal government contracts and subcontracts and/or participation in federal non procurement covered transactions.
3. The Small Business Administration (SBA) publishes guidelines to define standards for small business sizes. These standards are specific to NAICS codes and reflect either annual revenue or number of employees. In general, there are two guidelines for standards to define small businesses:
  - For non-manufacturing industries, \$7.5 Million or less
  - For manufacturing industries, less than 500 employees

You can determine your business size status by referring to the federal Small Business Association website [www.sba.gov/size](http://www.sba.gov/size) (see link below) or by contacting your local SBA office.

<https://www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards>

### **Definitions\* –**

**MBE** - At least 51% owned and controlled by one or more U.S. citizens belonging to certain ethnic minority groups. In the case of any publicly owned business, at least 51 % of the stock is owned by one or more minorities, and one or more minorities must control the management and daily business operations. "Ethnic Minority Groups" are people of Asian Pacific American, Asian Subcontinent American, African American, Hispanic American and Native American descent.

**WBE** – At least 51 percent owned 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 by one or more women; and whose management and daily business operations are controlled by one or more women;

**HUBZone** – A historically underutilized business zone that is an area located within one or more qualified census tracts, qualified nonmetropolitan counties, or lands within the external boundaries of an Indian reservation, qualified base closure areas, or re-designated areas, as defined in 13 CFR 126.103

**Service-disabled** – A business where not less than 51% of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. Service-disable veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

**Veteran-owned** - Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and the management and daily business operations of which are controlled by one or more veterans.

\*definitions taken from [www.ideo.com/post/sbsp\\_terms](http://www.ideo.com/post/sbsp_terms) and <http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm> websites