

ARCHSTONE



Supplier Registration Request

Thank you for your interest in becoming a supplier to Archstone Apartments.

Please complete this application and submit it to procurement@archstonemail.com

Registration Request will NOT be accepted if not completed in its entirety. Questions can be directed to the email address noted above.

COMPANY PROFILE:

Legal Business Name:

D/B/A:

Year Established:

Principal Officer Name:

Federal Tax ID:

D & B Number:

Ticker Symbol:

Exchange:

Employees:

Locations:

COMPANY HISTORY:

Business Type

Distributor

Manufacturer

Retailer

Reseller

Service provider

Sole Proprietor

Partnership

Corporation

LLC/LLP

Other:

State of Incorporation:

List the Corporate Officers, Partners or Proprietors of your firm:

NAME	TITLE	% OWNERSHIP
NAME	TITLE	% OWNERSHIP
NAME	TITLE	% OWNERSHIP
NAME	TITLE	% OWNERSHIP

Have any of the officers of the firm, its subsidiaries or sister companies, done business with Archstone through another company? Yes No

(If yes, please explain on a separate sheet of paper and attach to this form.)

Is your business a wholly owned subsidiary? Yes No

- a. If yes, by whom?
- b. If yes, what other subsidiaries are owned by the parent firm?
- c. Does your company own any subsidiaries? Yes No
- d. If yes, please provide the names of each subsidiaries

Financial Information:

Is your business publicly held? Yes No

If your company is privately held, will you provide financial information? Yes No

Annual Sales (last year)

Note: We may access, or you may be requested to provide, Income Statements, Balance Sheets and Cash Flow Statements from the previous two years. (Audited financials are preferred.) This information may be reviewed to understand financial stability and any dependency situations.

Company Contact Information

Business Mailing Address

Remit To Address

Billing Dept. Contact

Credit Dept. Contact

Company URL

Primary Contact Information

Name

Title

TelephoneFAX

CellularEmail

BUSINESS SIZE CLASSIFICATION (Check All That Apply):

Large Business(LB) Foreign Business (FB) Small Business (SB)

Small Disadvantaged Business (SDB) Woman Owned Small Business (WOSB)

Small Disadvantaged Woman Owned Business (SDWOB) Government Agency (GA)

Veteran Owned Small Business (VOSB) Educational Institution (EI)

Historically Under Utilized Business Zone (HUB Zone) Educational Institution (EI)
Copy of SBA certification is REQUIRED if classified as:

Woman-Owned Small Business (WOSB) Veteran-Owned Small Business (VOSB)

Historically Underutilized Business Zone (HubZone)

MWDVBE Information

Is your business considered a MWDVBE?

Yes No

If Yes, select your MWDVBE certification:

Women owned Disabled American Veteran owned

Veteran owned Small business

Minority-owned

Black American

Hispanic American

Native American

Asian Pacific American

Other Group (describe)

Geographic Coverage

Select the Geographical areas from the listing below where your company is properly licensed and your company can provide products and services (Check all that apply and if a portion of an area, please describe):

Entire United States

AK AL AR AZ CA CO CT DC DE FL GA HI

IA ID IL IN KS KY LA MA MD ME MI MN

MO MS MT NC ND NE NH NJ NM NV NY OH

OK OR PA RI SC SD TN TX UT VA VT WA

WI WV WY

Please describe the scope of work that the firm, its subsidiaries or sister companies, currently provides as well as services offered. If you do not provide your full range of product/service offerings for all states please specify.

Commodity Information

Select the commodities that your company offers. The category codes below are from the United Nations Standard Products and Services Code® (UNSPSC®). For further details about these categories, visit <http://www.unspsc.org>.

- 24000000 **Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies**
- 27000000 **Tools and General Machinery**
- 90000000 **Travel and Food and Lodging and Entertainment Services**
- 73000000 **Industrial Production and Manufacturing Services**
- 80000000 **Management and Business Professionals and Administrative Services**
- 44000000 **Office Equipment, Accessories and Supplies**
- 45000000 **Printing and Photographic and Audio and Visual Equipment and Supplies and Services**
- 46000000 **Defense and Law Enforcement and Security and Safety Equipment and Supplies**
- 78000000 **Transportation and Storage and Mail Services**
- 25000000 **Commercial and Military and Private Vehicles and their Accessories and Components**
- 15000000 **Fuels and Fuel Additives and Lubricants and Anti corrosive Materials**
- 76000000 **Industrial Cleaning Services**
- 39000000 **Electrical Systems and Lighting and Components and Accessories and Supplies**
- 40000000 **Distribution and Conditioning Systems and Equipment and Components**
- 85000000 **Healthcare Services**
- 32000000 **Electronic Components and Supplies**
- 86000000 **Education and Training Services**
- 81000000 **Engineering and Research and Technology Based Services**
- 47000000 **Cleaning Equipment and Supplies**
- 30000000 **Structures and Building and Construction and Manufacturing Components and Supplies**
- 77000000 **Environmental Services**
- 84000000 **Financial and Insurance Services**
- 43000000 **Information Technology Broadcasting and Telecommunications**
- 26000000 **Power Generation and Distribution Machinery and Accessories**
- 72000000 **Building and Construction and Maintenance Services**

- 31000000 **Manufacturing Components and Supplies**
- 82000000 **Editorial and Design and Graphic and Fine Art Services**
- 12000000 **Chemicals including Bio Chemicals and Gas Materials**
- 11000000 **Mineral and Textile and Inedible Plant and Animal Materials**
- 56000000 **Furniture and Furnishings**
- 55000000 **Published Products**
- Buy/Sell Used or Refurbished Telecommunications Equipment**
- OTHER (Provide detailed description of services and/or product):**

Insurance Information

Insurance company name:

Policy number:

Current dates of coverage:

Is your insurance company rating A-VII or better? Yes No

Below is a list of the minimum insurance requirements that all suppliers must carry prior to submitting this supplier review. Additional types and levels of insurance may be required for different types of services/products provided to Archstone.

A) Workers' Compensation with (i) statutory limits of coverage for all employees as required by statute; and (ii) although not required by statute, coverage for any employee on the site; and Stop Gap liability or employer's liability insurance with a limit of One Million Dollars (\$500,000.00) for each accident.

B) Commercial General liability insurance, occurrence form, providing coverage for bodily injury, including death, personal injury or property damage occurring or arising out of the premises operations, independent contractor's protective (required if Contractor subcontracts any of the Work), and contractual liability with respect to liability assumed by Contractor. The limits of liability for this coverage will be not less than:

Each Occurrence, combined single limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products-Completed Operations Limit	\$2,000.000

C) Commercial Automobile liability insurance covering the use and maintenance of owned, non-owned and hired vehicles. The limits of liability for this coverage shall be not less than One Million Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury or property

damage.

If Supplier provides engineering services, Errors & Omissions liability insurance covering errors and omissions of Contractor with limits of not less than \$1,000,000.00 per occurrence and endorsed to provide coverage for contractual liability with respect to liability assumed by Contractor.

Do you meet the requirements listed above? Yes No

Termination/Judgment/Liens/Bankruptcy

Has the firm, its subsidiaries or sister companies, failed to complete awarded work or been terminated for cause? Yes No

Does the firm, its subsidiaries or sister companies, have any of the following?

Judgments Yes No Claims Yes No Arbitrations Yes No

Suits Yes No Liens Yes No

(If yes to any of the questions, please explain on a separate sheet of paper and attach to this form.)

Has the firm, its subsidiaries or sister companies, filed bankruptcy or had any re-organizations?

Yes No

(If yes to any of the questions, please explain on a separate sheet of paper and attach to this form.)

Have any of the officers of the firm, its subsidiaries or sister companies, done business with Archstone through another company? Yes No

(If yes, please explain on a separate sheet of paper and attach to this form.)

SAFETY SECTION

Do you have a written Safety Program? Yes No

Do you have a Company Safety Director or other Safety Professionals on Staff? Yes No

REFERENCE SECTION

Principle Customers and types of product(s)/service(s) delivered or projects completed within the last three (3) years

1. Project/Customer Name

Location

Contact

Telephone

Email address

Briefly describe the work performed by your organization

2. Project/Customer Name

Location

Contact

Telephone

Email address

Briefly describe the work performed by your organization

3. Project/Customer Name

Location

Contact

Telephone

Email address

Briefly describe the work performed by your organization

ADDITIONAL QUESTIONS:

Is the firm, its subsidiaries or sister companies, or any of its subcontractors currently (or in the past) doing business with Archstone? Yes No

If so, describe below what services are being performed and in what markets?

For what other multi-family residential and/or property management companies has the firm, its subsidiaries or sister companies, or any of its subcontractors delivered products or services or performed work in the past?

What services were performed and when was the work completed for those companies?

B2B Requirements

Is your company agreeable to participating in B2B activities by either participating in EDI/XML requirements?

Yes No

Archstone Sponsor Information

Have you been working with an Archstone employee who has directed you to become an approved Archstone supplier? Yes No

If you are working with an Archstone employee please provide your contact's information (name, title, address, etc.)

Disclaimers: All information will be reviewed, but not all suppliers submitting information will be entered into the Archstone database of suppliers. Failure to receive all of the required information will delay and may prevent processing. Once reviewed, if there is opportunity for your company to perform work in your area of product/service, you will be contacted. Being added to the supplier database is not a guarantee of business opportunities or bid invitation.

Thank you for your interest in Archstone.