



**Bijou Property Management, Inc.**

428 E. Bijou Suite #1

Colorado Springs, CO 80903

Office: 719-473-1007 Fax: 719-475-2703

SUBJECT: Vendor Compliance Information

To Whom It May Concern:

The attached packet discusses Bijou Property Management, Inc.'s requirements, policies, and standards for vendors conduction business with our company. Please read all documents thoroughly and don't hesitate to call us with any questions or concerns you may have.

In order to comply with Internal Revenue Service (IRS) regulations relating to information that must be filed and reported on payments for services, commissions, rents, royalties, and other reportable income. Bijou Property Management, Inc needs your assistance.

We are required by the IRS to keep the W-9 form on file; to not comply may result in the IRS requiring Bijou Property Management, Inc. to withhold 31% or more of all future payments for tax purposes.

We appreciate your time in supplying us with this information. Please give us a call in the future should your tax status or any other data change. It is imperative that we keep current records.

We are requesting that you fill out the entire stapled packet. Please return all forms as soon as possible. Failure to do so will prohibit Bijou Property Management from being able to distribute work orders to your company. Thank you for your help in this matter.

Sincerely,

Jennifer Powilleit - Broker  
Bijou Property Management, Inc  
719.473.1007  
[Jennifer@BijouPM.com](mailto:Jennifer@BijouPM.com)

**VENDOR INFORMATION FORM**  
**(Must be completed prior to any work being done and payment)**

OWNER'S FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

SSN: \_\_\_\_\_ TAX ID: \_\_\_\_\_

CIRCLE ONE:            Sole Proprietor/DBA      Corporation      Partnership      LLC

CONTRACTOR LICENSE NUMBER: \_\_\_\_\_

BUSINESS LICENSE NUMBER: \_\_\_\_\_

WORKERS COMPENSATION COMPANY: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

GENERAL LIABILITY COMPANY: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**INDEMNIFICATION OF LIABILITY**

Contractor shall indemnify and hold Client harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of contractor or contractor's assistance, employees, or agents, including all claims relating to the injury or death of any person or damage of any property. Contractor agrees to maintain a policy of insurance in the minimum amount of 1,000,000.00 (one million dollars) per occurrence with Bijou Property Management, Inc. at 428 E. Bijou St, Suite #1, Colorado Springs, CO 80903 Fax 719-475-2703 listed as additional insured to cover any such claims.

Signature \_\_\_\_\_

The following information is required to complete your file with Bijou Property Management, Inc. Failure to provide the following documents can result in Bijou Property Management, Inc. withholding 31% or more of monies to be remitted to you in order to be in compliance with IRS regulations. Please initial below and turn in these documents with your completed Vendor Packet.

1. Copy of official document with your Tax ID# and your name (i.e. copy of mailing label SS card, etc) \_\_\_\_\_
2. Copy of your Contractor's License and or Business License. \_\_\_\_\_
3. Two business cards and copy of Billing Form with your Company name. \_\_\_\_\_
4. If you are a sole proprietor, a Letter of Declaration (see example) on your letterhead showing that you do not have any other employees and will not hold Bijou Property Management, Inc. responsible in the event of injury or accident. It should state that you are covered under your worker's compensation insurance. Or provide a State furnished exemption card. You are still required to carry General Liability Insurance with Bijou Property Management, Inc. as additional insured. \_\_\_\_\_

**VENDOR VERIFIES THAT NEITHER HE NOR ANY PERSON IN HIS EMPLOY, WORKING ON ANY PROPERTY FOR YOUR COMPANY HAS EVER BEEN CONVICTED OF A FELONY OFFENSE AGAINST ANY PERSON OR PROPERTY.**

Signature: \_\_\_\_\_

## WORK STANDARDS & POLICIES FOR VENDORS

We welcome your association with our company. This agreement lists our vendor policies and standards. Please sign and return the original.

As a vendor used by our company, we look to you to help our jobs run smoothly. If you anticipate a problem not addressed in our plans, or find any code violation to technical problem, please notify us promptly. All bids should be based on a job site visit. Any problem caused by conflicting conditions becomes your problem and your responsibility. All bids must include the sales tax in the bid or state "plus tax". All bids MUST break down labor, materials, and tax. No prices are to be quoted to tenants.

**KEY CHECK OUT:** Vendors hired by Bijou Property Management, Inc. are never allowed to enter one of our managed properties unless they have consent from the resident. Before checking out a key from our office, we will require you fill out a form stating that you received consent from the tenant to do so. IF A TENANT DOES NOT GIVE YOU PERMISSION TO ENTER, YOU DO NOT ENTER.

**TENANT RELATIONS:** All your personnel on our job should support our company and speak well of it. You are an integral part of our marketing program. Both of our businesses stand to lose or gain by your job behavior. All tenants are to be treated with respect and consideration. Conversations with tenants should be kept at a minimum to avoid any misunderstandings and information that should not be given to tenants.

**WORK COMPLETION:** All vendors must complete work within 10 days of the date of acceptance. If your work schedule does not permit you to do the work within this timeframe, you are to let Bijou Property Management, Inc know immediately as to when the project could be completed. If you are unable to contact the tenant after reasonable attempts, contact the author of the work order. At the author's discretion, the work order could be closed out. The exception to this would be if the issue is a safety or habitability issue. (i.e. flooding, sewer backup, no heat, etc...)

**DELAY OF COMPLETION:** Any job that you have accepted must be completed within 10 days regardless of any delays or problems. If the work cannot be completed within this timeframe, notify the author of the work order. We may have to assign the work order to another vendor. If the work order is assigned to another vendor and your work has begun on the project but not been completed, you will not be compensated for your time or labor on this job. Any materials you have purchased for this job, however, will be reimbursed to you if applicable. Regardless of delay of completions, ALL KEYS MUST BE RETURNED WITHIN 10 DAYS OF CHECKOUT.

**ON SITE PROCEDURE:** Upon completion of work, all vendors are to leave the work area clean of dirt and debris and are to remove the material from the site. Any costs to clean the property will be deducted from the most recent billing statement. No trash or garbage is to be left at the property. DO NOT USE THE TOILET FACILITIES - EVEN IN VACANT PROPERTIES! After you have completed work in a property, you must leave notification that you were in the property.

**ADD-ON WORK:** Any work requested by the owner, tenants or any other persons must be pre-approved by Bijou Property Management, Inc. Any work that has not been authorized will not be paid. You may proceed with our verbal approval but it must be followed up with a written change to the original work order.

**REPORTING CONCERNS:** As a vendor of Bijou Property Management, Inc, we count on you to be our eyes in the property during your time on a job. Any problems you see in the home (i.e. illegal drug use, evidence of smoking, multiple pets, general filth, etc...) should be reported to the author of the work order immediately.

**INVOICING:** PLEASE MAKE SURE ALL NOTATIONS ON AN INVOICE ARE LEGIBLE! Itemized invoices must be delivered within 5 days of completion with copies of equipment and parts, receipts, and warranty information, as applicable. Bijou Property Management, Inc. prefers electronic invoices, which can be emailed to office@bijoupm.com. We will also accept written invoices. Invoices are NEVER paid at time of delivery. Any invoice received over 30 days after the work has been completed may result in non-payment of your bill. Bijou Property Management, Inc. does not pay from their operating account, but from a trust account of the owner. Because of this, please understand that we cannot guarantee payment on Friday if there is not enough money in that particular owner's account. If the total cost of a job, including materials, is to exceed \$300, you must get prior permission before completing the work. This permission can be verbal from a Bijou Property Management, Inc. employee. Failure to get permissions will result in no more than a \$300 payment of the invoice. All invoices must include items highlighted on the attached sample invoice.

**EMPLOYEE CRIMINAL CHECKS:** You must exercise due diligence to NOT send your employees or laborers to work inside the dwelling units at any of our properties if they have a condition or deferred-adjudication history of any crime that may pose a serious potential risk of injury to our residents. This includes (but is not limited to) such crimes as rape, molestation, sexual assault, indecent exposure, indecency with a child, murder and kidnapping. It is YOUR responsibility to determine the best way to exercise that due diligence. All service companies performing work inside any of the dwelling units that Bijou Property Management, Inc. manages MUST comply with this.

**ADDITIONAL STANDARDS & POLICIES MAY BE INCORPORATED ON A JOB BY JOB BASIS, IF NECESSARY.**

READ AND ACCEPTED BY \_\_\_\_\_

OF \_\_\_\_\_ DATE: \_\_\_\_\_

BIJOU PROPERTY MANAGEMENT, INC \_\_\_\_\_

DATE: \_\_\_\_\_

**WORKER'S COMPENSATION**

I, \_\_\_\_\_, hereby certify that I am the only individual in my business entity. Therefore, I am not required to carry Workman's Compensation.

I will not hold Bijou Property Management, Inc. responsible in the event of injury or accident on any job that I am performing for Bijou Property Management, Inc. I accept full responsibility for my own insurance coverage.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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I, \_\_\_\_\_, hereby certify that I do have other individuals working with or for my business entity. I do have Workman's Compensation Insurance and proof attached.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# YOU MUST PROVIDE PROOF OF WORKMAN'S COMPENSATION INSURANCE

## FAIR HOUSING UPDATE

Please remember how important it is for you, our vendor, to prevent charges against Bijou Property Management, Inc. or the owner of our properties for Fair Housing discrimination. Because the tenant calls Bijou Property Management, Inc. for their repair requests and you come to take care of those requests, it is only natural for the tenant to think you are an EMPLOYEE of Bijou Property Management, Inc. Please NEVER indicate in any way that you WORK FOR Bijou Property Management, Inc., simply say you are hired as an Independent Contractor by Bijou Property Management, Inc. Be careful that the tenant does not try to draw you into their prejudices, religious preferences or any discussions of the same and don't draw them into yours. Politely tell them that you cannot participate in such discussions.

## TIPS FOR VENDORS

Federally Protected Classes: Race, Color, Religion, National Origin, Sex, Familial Status and Disability.

Colorado Protected Classes: In addition to above: Creed, Sexual Orientation, Ancestry, Marital Status and Age.

You are asked to sign below the Bijou Property Management, Inc. has gone over the above with you in detail and you are acknowledging that you have read the Fair Housing Booklet presented to you. If you have not read the Fair Housing Booklet, by signing below, you acknowledge you will read it before accepting any further work from Bijou Property Management, Inc.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REFERENCES**

CONTACT NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

TYPE OF WORK PERFORMED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

TYPE OF WORK PERFORMED: \_\_\_\_\_

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