



Oak Park Civic Association, Inc.  
c/o myStreet Community Management  
7231 Forest Avenue, Suite 102  
Richmond, VA 23226  
[hoa@oakparkrva.com](mailto:hoa@oakparkrva.com)  
[www.oakparkrva.com](http://www.oakparkrva.com)

## VENDOR SET-UP FORM

**PLEASE PRINT CLEARLY**

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

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

CITY, STATE, ZIP CODE: \_\_\_\_\_

REMITTANCE ADDRESS (IF DIFFERENT): \_\_\_\_\_

\_\_\_\_\_

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

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

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

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EMERGENCY AFTER HOURS PHONE NUMBER(S) AND CONTACT INFORMATION (If you provide snow removal services or respond to other emergency calls for mechanical, electrical, irrigation problems, etc. please provide the information below)

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

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

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ARE YOU INCORPORATED:      YES / NO (circle one)

SOCIAL SECURITY OR FEDERAL ID#: \_\_\_\_\_

## **CONTRACTOR'S LICENSE**

If you perform or manage construction, removal, repair or improvements, we will require a copy of your contractor's license.

PROJECT OVER \$1,000 BUT LESS THAN \$7,500 – CLASS C  
PROJECT OVER \$7,500 BUT LESS THAN \$120,000 – CLASS B  
PROJECT OVER \$120,000 – CLASS A

## **INSURANCE**

The Vendor shall maintain at his or her sole expense Comprehensive General Liability insurance with the XCU exclusion deleted (XCU stands for explosion, collapse and underground exclusion) with a minimum coverage limit of \$1,000,000 and automobile liability coverage, covering his activities on the project premises.

The Vendor shall carry Worker's Compensation insurance. **Our Homeowner's Association requires that all owners, proprietors, officers, executives and employees who perform services on Association property to be covered under a worker's compensation policy. NO EXCEPTIONS.**

**PRIOR TO COMMENCING ANY WORK**, Vendor shall provide to the Association a certificate of insurance evidencing the required coverage and naming Oak Park Civic Association, Inc. as an additional insured. **The certificate of insurance must state that notification of cancellation must be given no less than 10 days in advance of cancellation.**

**CERTIFICATE HOLDER SECTION OF THE CERTIFICATE OF INSURANCE MUST INCLUDE:**

Oak Park Civic Association, Inc.  
c/o myStreet Community Management  
7231 Forest Avenue, Suite 102  
Richmond, VA 23226

## **W-9 FORM**

All Vendors are required to submit a completed Form W-9 in order to receive payment.

## WORK ORDER POLICY

1. Vendor is required to contact an authorized representative of the Association if not completed by target date.
2. Vendor is not authorized to perform any services outside of the services specified in the work order unless additional written approval is obtained from an authorized representative of the Association.
3. The Association will contract separately for work not specified in the work order prior to commencement of any additional work. Vendor agrees to notify an authorized representative of the Association immediately if additional work not specified in the work order is needed.
4. Vendor is under an obligation to charge for services at the “industry standard rate” unless written approval is obtained from the Association for emergencies.
5. Invoices must be mailed or emailed to the Association NET 30 DAYS for payment.
6. Services shall not be subcontracted without the express written consent of the Association.
7. Vendor agrees to be responsible for injuries or damage to property that occur as a result of the Vendor’s actions even if the insurance in effect does not cover the loss. Vendor is responsible for initially investigating and trying to settle any damage or injury complaints as a result of the Vendor’s service. Vendor indemnifies and holds harmless the Association, its directors, officers, members, residents, and staff for any claims arising from work performed on Association property. Costs associated with resulting actions to rectify any violation shall be borne by Vendor.
8. The Vendor is an independent contractor and is not an employee of the Association. Vendor assumes all responsibility for any and all taxes, insurance, or licenses as may be required by federal, state or local laws and regulations for the protection of its employees or for the right to conduct business. All workers, agents, and laborers of the Vendor performing any of the work contracted to the Vendor shall be employees of the Vendor and shall be deemed to be under the Vendor’s control and shall in no way be considered employees of the Association. Vendor’s employees shall wear proper identification of their affiliation with the vendor at all times while on Association property. All employees hired by the Vendor must be lawfully entitled to work in the United States.

I have read and understand the Work Order Policy

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Name

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**Please provide the following documents to the Association by mail to Oak Park Civic Association, Inc., c/o myStreet Community Management, 7231 Forest Avenue, Suite 102, Richmond, VA 23226; fax to (804) 359-8122; or email to [hoa@oakparkrva.com](mailto:hoa@oakparkrva.com):**

1. Completed Vendor Set-up Form
2. Signed Work Order Policy
3. Completed Form W-9
4. Contractor’s License if applicable
5. Your insurance company must provide the applicable certificate of insurance directly to the Association. We cannot accept copies from the Vendor.