



Tacoma/Pierce County Habitat for Humanity

Contractor Requirements

TPC Habitat employs many contractors each month to complete various types of construction work. In order to be eligible to work with us, contractors must meet our criteria that include rules from Federal, State, County, and City laws along with our own internal rules. This document serves as a guide for any current and potential contractors.

Required Documentation and Compliance

- ☐ Business Name
- ☐ Address
- ☐ Copy of Business License with Expiration Date
- ☐ Contractor License
- ☐ Telephone Number
- ☐ Email Address
- ☐ Meet our Insurance Requirements
- ☐ Bond
- ☐ Supply a recent W9
- ☐ Active SAM.gov Registration
- ☐ Ability to pay Prevailing Wage and file Intents and Affidavits
- ☐ Certify any of the following: Minority Owner, Woman Owned, Veteran Owned
- ☐ Have never supported Terrorism/Does not appear on any Terrorism watchlist

Before any work is begun, all of the above must be provided to TPC Habitat along with a signed Contractor Agreement and Scope of Work. Lastly, all payments will be made NET 30 upon receipt of invoice.

If you have any questions, please reach out to cfoes@tpc-habitat.org.