



How to Do Business with HACSB

Agency Overview

The Housing Authority of the County of San Bernardino (HACSB) is one of the nation's most progressive and proactive housing authorities and the largest provider of affordable housing in the County. HACSB owns and/or manages over 12,000 units of affordable housing throughout San Bernardino County. We proudly serve in excess of 32,000 people, most of whom are seniors, disabled individuals, and children.

In 2008, HACSB was designated a Moving to Work demonstration site by the U.S. Department of Housing and Urban development. MTW agencies have the flexibility to design and test innovative, locally-based strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. This has allowed us to enhance our work around our mission and service philosophy. Ultimately, our Mission of empowering all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County is our top priority.

As we see the demand for affordable housing increase, the limited affordable housing supply we currently have available is not enough to house the thousands of families in need. As a developer of sustainable affordable and market rate housing, over the years we have expanded our housing stock in an attempt to meet the county's growing needs. Working diligently to acquire, build, and renovate properties, we incorporate the concept of mixed income communities, build utilizing green technology, and provide recreational and educational facilities for everyone's use.

Additionally, we are here as a stepping stone for families who need help building a foundation for a brighter future. Therefore, aside from providing housing, we assist our customers with ways of becoming economically independent. In collaboration with our partners, we provide: family/individual case management and counseling; career training and job placement; program integrity; homeownership assistance; college scholarships, to name a few.

Procurement Department

We value our vendors and contractors as partners in our mission to empower all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

HACSB' Procurement Department conducts all purchasing activities for the Agency. The Housing Authority procures products, goods, and services needed to maintain our Affordable Housing and Housing Choice Voucher Divisions. This includes maintenance and warehouse requirements and all other divisions.

The primary responsibilities of the Procurement Department staff include:

- Overseeing competitive procurement for the Agency
- Coordinating Federal and State performance reviews and special audits
- Directing expansion projects and facility improvements
- Serving as a resource for federal, state, and local regulatory requirements
- Auditing insurance requirements for Agency contractors
- Meeting special project requirements for the Agency
- Monitoring contracts for compliance and performance

HACSB Procurement develops and issues solicitations for all goods, services, and construction projects. The Procurement staff is responsible for these procurement activities and is the primary point of contact for vendors to resolve contractual differences and issues amendments to existing contracts. Buyers are also available to meet with a firm whose proposal was not elected to debrief them on their proposal's strengths and weaknesses.

The HACSB procures a variety of good and services, supplies and equipment:

- Architectural, engineering, financial, investment, and legal services
- Affordable housing development, construction and rehabilitation
- Office equipment, computers, printers, supplies, and copiers
- Temporary employment services
- Building maintenance, landscape services, plumbing, painting, electrical, roofing, uniform supplies, janitorial, security, pest control, and window cleaning

HACSB Procurement staff is dedicated to ensuring full and open competition and strives to include as many potential sources as possible in the procurement process.

HACSB Procurement staff makes every effort to obtain the maximum value for each dollar expended; considering the factors of price, quality, applicability, availability, support service, pertinent laws and regulations. HACSB' Procurement staff also ensures that performance satisfaction is obtained by working closely with HACSB' project managers to develop specifications that are detailed and clearly written yet are sufficiently broad to promote competition among many vendors.

Vendor Bid List Database

The HACSB Procurement Department maintains a database of vendors interested in doing business with the Agency. Vendors on our list receive notification of various HACSB contracting opportunities applicable to the types of products or services they provide as a business. It is the responsibility of the vendor to keep its business profile updated with our Procurement Department. If you would like to be added to this list, you can obtain a copy of our Vendor Application by downloading the form from our website at www.hacsb.com. Upon receipt of the completed form, your firm will be placed on the vendor list.

For questions surrounding how to get started as a vendor at HACSB, please contact Procurement at procurement@hacsb.com.

Types of Solicitations

Informal Solicitations

Services totaling under \$3,000 require only one (1) informal quote. For services totaling over \$3,000 but less than \$150,000 require at least three (3) informal quotes from qualified sources.

Formal Solicitations

Goods or services over \$150,000 require a formal solicitation. These types of formal selections would include Invitations for Bids (IFB), Request for Proposal (RFP) and Requests for Qualifications (RFQ). All solicitations over \$150,000 are formally advertised in local newspapers.

Depending on the type of project, HACSB will develop an Invitation for Bid (IFB), Request for Proposal (RFP), Request for Interest and Qualifications (RFQ) or Request for Quotations:

- **IFB's** are used when there is a clear understanding of the project requirements; scope of work and/or technical specifications, and the criteria for award is based solely on price. IFB's are publicly opened at the time and location stated in the bid document. Each bidder's Name and the total amount bid are announced. Anyone wishing to attend a bid opening may do so; however, attendance is not necessary to be eligible for contract award. Award is made to the lowest, responsive and responsible bidder.
- **RFP's** are used when the specific requirements and/or technical specifications of a project are unclear and evaluation criterion, in addition to pricing, is needed. RFP's are evaluated by an evaluation committee based upon the evaluation criterion identified in the RFP. Award is made to the vendor whose proposal is determined to be the most advantageous to the Agency.
- **RFQ's** (Request for Qualifications) are used for engineering, architectural and related services contracts, and consider only technical factors and qualifications in the evaluation process.
- **Request for Quotes** are used for procuring materials, equipment and supplies, and some types of professional services which are routine in nature and generally less than \$10,000.

Because HACSB is a public agency authorized by an act of the California Legislature, HACSB is subject to the California Public Contract Code, California Public Utilities Code and the California Labor Code. In addition, HACSB must comply with the U.S. Department of Housing and Urban Development (HUD) requirements for procurements utilizing Federal funds. Construction and Maintenance projects are required to comply with Davis Bacon Wages or State Prevailing Wages.

Bid Advertisements

The *San Bernardino Sun* is our legal newspaper of record for all routine advertised solicitations. HACSB also posts solicitations on-line on HACSB's Website. Sometimes, a specific project may necessitate that HACSB also advertise in an additional newspaper or trade publication. Solicitation announcements are published at least once prior to the bid or proposal submission date. Projects over \$150,000 are formerly advertised at least 10 days in advance of the due date of sealed bids/competitive proposals. In addition, vendors listed in HACSB's database are notified of IFB's/RFP's in their stated area of interest.

Some Points to Remember:

- Read all procurement packages and on-line procurement requirements and instructions carefully. Be sure you can comply with all requirements before you respond. If you have any questions, contact the Procurement Department.
- Be sure your offer arrives on time. All solicitation packages state the date and time the offer is due to HACSB. Do not depend on the U.S. Postal Service or a courier service for offers which cannot be submitted on-line. Hand-delivery is strongly recommended. HACSB does not accept late offers/bids.
- Make your sales investment wisely. Always contact HACSB before you spend time and money creating expensive demonstrations, designs, layouts or presentations.
- Pre-bid meetings are sometimes held for larger or more complicated projects. At these meetings, the specifications are explained in detail and an opportunity exists to ask questions on any items in the procurements.
- Check HACSB website often to view the list of current open procurements.
- In accordance with the HACSB policy and code of ethics, employees will not accept gifts or entertainment. Vendors are requested to not make any such offers to employees.

Thank you for interest in providing services to HACSB.

Procurement & Contracts Department
Housing Authority of the County of San Bernardino
715 E. Brier Drive
San Bernardino, CA 92408-2841
www.hacsb.com
Phone: 909-890-0644