



HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO

Procurement & Contracts Department
Housing Authority of the County of San Bernardino
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How to Do Business with HACSB

Overview

The Housing Authority of the County of San Bernardino (HACSB) is a public entity that was formed in 1941 to provide federally subsidized housing and housing assistance to low-income families within the County of San Bernardino. It is governed by a Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (CFR), the U.S. Housing Act of 1937, and the State of California Housing Authorities Law of 1938.

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

The Procurement Department consists of the Procurement and Contracts Manager, Procurement Officer, and Procurement Assistant.

The primary responsibilities of the Procurement 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 public works (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.

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 the procurement system. The Procurement Department currently maintains a list of interested vendors. 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.

HACSB' Procurement Policy in compliance with Presidential Executive Orders 11625, 12138, and 12432, California Public Contract Code, Contracts with Disabled Veterans (Public Contract Code §2001), Section 3 of the HUD act of 1968 and Resident-Owned Business Contracting, it is the policy of the HACSB that all feasible efforts shall be made to ensure that disabled veterans, small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the HACSB projects are used when possible.

If your firm is a Minority-owned Business Enterprise (MBE), Women-owned Business Enterprise (WBE) or Disabled Veteran Business Enterprise (DVBE), your firm may be eligible towards fulfilling our contract utilization goal.

For questions surrounding how to get started as a vendor at HACSB, please contact Procurement Assistant, **Claudia Herrera at (909) 890-0644 x 2529.**

Types of Solicitations

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 (RFQ).

- 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.
- RFQ's (Request for Quotes) are used for procuring materials, equipment and supplies, and some types of professional services.

1. Informal Solicitations are as follows:

- For materials, supplies and equipment: requirements \$25,000 or less
- For services: requirements \$25,000 or less
- For public works (construction): requirements \$2,000 or less

2. Formal Solicitations are as follows:

- For materials, supplies and equipment: requirements over \$25,000
- For services: requirements over \$25,000
- For public works (construction): requirements over \$2,000

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.

Purchase Orders and Contracts

Purchase orders or contracts are issued after an award is made to the successful firm. A copy of the signed document will be sent to the firm. The firm and HACSB are contractually bound to the terms and conditions of the signed document.

Bid Advertisements

The *San Bernardino Sun* and *The Daily Press* are our legal newspapers of record for all routine advertised solicitations. HACSB also posts solicitations on-line on HACSB' 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 \$100,000 are formerly advertised at least 10 days in advance of the due date of sealed bids/competitive proposals. In addition, vendors listed in HACSB' database are notified of IFB's/RFP's in their stated area of interest.

Telephone and Written Bid Procedures

HACSB procures its supplies, materials, equipment, and construction on the basis of competitive bids from qualified companies. When the expected expenditure required is between \$2,000 and \$25,000, the Authority obtains a minimum of 3 quotes, which permit prices and terms to be compared.

Competitive bids are not subject to negotiation. When a company is contacted for a quote, they must provide a firm price, including any charges for delivery and installation (when applicable), and lead time for delivery. Award is made to the lowest and most responsible bidder meeting specifications and needs.

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 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.

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