Roosevelt City Housing Authority

Procurement Policy

The Roosevelt City Housing Authority adopts the following procurement policy for the purpose of providing a procurement system of quality and integrity; to ensure that the Authority procures supplies, services, and equipment effectively, efficiently and at the most favorable prices; and to assure that the Authority’s purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

This procurement policy applies to all procurement of supplies, services, and equipment. It shall apply to every expenditure of Federal funds by the Authority for public purchasing, irrespective of the source of funds, including contracts that do not involve an obligation of funds. Nothing in this policy shall prevent the Authority from complying with the terms and conditions of any grant, contract, gift, or bequest that is otherwise consistent with law. The term “procurement,” as used in this policy includes both contracts and modifications, including change orders for construction or services, as well as purchase, lease or rental of supplies and equipment.

Procurement information shall be a matter of public record to the extent provided by State law and shall be available to the public as provided by that law.

**OFFICE SUPPLIES AND EQUIPMENT**

Small purchases under $500 per item can be purchased from the most cost-effective source available.

Purchases between $501 and $1,000 per item, will require three (3) telephone, or online, price quotes.

Purchases between $1,000 and $5,000 per item, will require three written price quotes.

Purchases over $5,001 per item, will require public bidding. See BIDDING.

PROJECTS FOR CONSTRUCTION, DEMOLITION, OR REHABILITATION

All projects whether construction, demolition, or rehabilitation regardless of cost, will require public bidding. See BIDDING.

**BIDDING**

A Notice To Bid shall be published in a newspaper or local circulation for a minimum of two publications. The Notice To Bid shall contain all pertinent information regarding the project to be bid, the requested experience of bidders, licensing requirements if applicable, due dates of bids, the opening date of the bids, the projected time frame, and an equal opportunity statement. A copy of this policy shall be given to every bidder that bids on any project of the Roosevelt City Housing Authority.

1. The Housing Authority reserved the right to bid any project (materials, labor, services, etc.) as it so desires and that complies with State and/or Federal statute.
2. The Housing Authority shall reserve the right to accept, reject or rebid any, and all bids.
3. The Housing Authority shall not discriminate because of race, color, sex, religion, familiar status, disability, handicap, age, or national origin.
4. The Housing Authority does reserve the right to give special consideration to in-city bidders at a predetermined rate. It is the responsibility of all bidders to request if special consideration will be given and at what rate before the bid is let.
5. All bids shall be considered on the intent of the Housing Authority and not on what is inferred by the bidder. If there is a question, it is up to the bidder to clarify prior to the bid opening.
6. Any bid may be withdrawn, modified, or resubmitted prior to the closing date and time. No bid shall be altered in any way after the closing time, but may be withdrawn if bidder so decides within 48 hours of the bid being let.
7. All bids shall be accomplished according to the project specifications and time frames allowed by the housing authority.
8. All successful bidders shall indemnify and hold the Housing Authority harmless of any damage, either personal or property, while in the course of fulfilling any contract.
9. All successful bidders shall obtain a license to do business within the limits of Roosevelt City and shall be properly insured before bidding on any project.
10. The Housing Authority, at its own discretion may require a bid bond and/or performance bond.
11. The successful bidder must sign their copy of this policy and remit such to the Housing Authority office prior to commencing of the project.

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Beau Hancock, Chairperson Harold Huff, Vice-Chairperson

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Lynn Snow, Commissioner Joshua Bake, Commissioner

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Rebecca Pittman, Commissioner