

Procurement Guidelines

- Procurement Process Guidelines for The Housing Authority of the City of Lanett, Alabama.
- For any further inquiries, please submit questions in writing to the Procurement/Contract Manager, Temekia Carr, via email.

Small Purchases

- These procedures apply to procuring supplies or services with a cost exceeding \$25,000 but less than \$100,000.
- A minimum of three price quotes from sufficient qualified sources is required.
- A unilateral purchase order will be issued for the selected procurement.
- The award shall be granted to the qualified vendor that offers the best value.

Sealed Bidding

Conditions of Use:

- This procedure is applicable when procurement actions exceed the small purchase threshold of \$100,000.
- Specifications must be concise and unambiguous.
- There must be at least two responsible and responsive bidders available.
- The contract or purchase order must have a firm fixed price.
- Selection will be based primarily on price.

Requirements:

- Public advertising is mandatory.
- A written solicitation must include complete, accurate, and precise specifications.
- Solicitation should reach an adequate number of vendors or potential contractors.
- Bids must be opened publicly.

- The award will be made to the supplier or contractor submitting the lowest price, provided they are determined to be both responsive and responsible.

Competitive Proposals/Negotiated Procurement

(Including Requests for Proposals, Requests for Qualifications, A&E Contracts, and Construction Contracts)

Conditions of Use:

- The cost must exceed the threshold of \$100,000.
- Consideration will be given to factors in addition to price alone.
- This method is preferred for procuring professional services.

Requirements:

- Public advertising and direct solicitation are required.
- Ensure that a sufficient number of qualified sources are solicited.
- Evaluation criteria must be clearly stated within the solicitation.
- Methods for technical evaluation must be established.
- Proposals will not be opened publicly.
- It is necessary to identify which vendors are suitable for further negotiations.
- The vendor whose proposal is most advantageous to the Gallatin Housing Authority will be selected.

Non-competitive Negotiation or Bid

- This is applicable only in instances involving a sole source or when no bidders or vendors are identified after solicitation or advertising.

Conditions of Use:

- The vendor or bidder must provide a unique or singular service or supply item.
- This may occur in emergencies where life, public health, safety, or property is jeopardized.
- Inadequate competition or solicitation efforts are present.

- Approval from the Department of Housing and Urban Development (HUD) is required to use noncompetitive proposals.
- There may be a lack of data or information about the required item or service.
- The vendor or bidder may be the sole source of equipment or materials the Gallatin Housing Authority utilizes.

Cooperative Purchasing/Intergovernmental Agreement

- This includes state and local cooperative or intergovernmental agreements.
- Such agreements may be utilized to purchase or share standard supplies, equipment, or services.
- The decision to employ an intergovernmental agreement is based on economic and operational efficiency considerations.

Bonding and Insurance Requirements

Conditions of Use:

- A bid guarantee or bond is required for construction contracts exceeding \$100,000 (A bid guarantee may be accepted in cash equivalent form).
- A payment bond is necessary for construction contracts exceeding \$100,000 (This can be satisfied with a performance and payment bond equal to 100% of the contract price).
- A performance bond is mandatory for all construction or service contracts exceeding \$100,000.
- All contracts must include insurance that meets the requirements of federal, state, or local laws and ordinances relevant to the project.

Contractor Qualifications and Responsibilities

Contractors are expected to:

- Possess adequate financial resources to fulfill the contract obligations.
- Comply with the stipulated delivery or performance schedule.
- Maintain a satisfactory performance history.
- Demonstrate a satisfactory record of integrity and business ethics.
- Exhibit the necessary organizational capacity, experience, operational controls, and technical expertise.
- The required production and construction equipment and facilities are available.
- Be qualified and eligible for an award under applicable laws and regulations.