



**THE CITY
OF
TAMPA HOUSING AUTHORITY**

CONTRACTING AND PROCUREMENT DEPARTMENT

UNLOCKING THE PATH TO SUCCESSFUL
PARTICIPATION IN THE BIDDING PROCESS WITH THE
CITY

OF
TAMPA HOUSING AUTHORITY (THA)
CONTRACTING AND PROCUREMENT DEPARTMENT

1529 W. Main Street, Suite 213, Tampa, FL 33607
(813)-253-0551, ext 390, (813)-367-0760 fax



THE CITY
OF
TAMPA HOUSING AUTHORITY
Contracting and Procurement Department

The Contracting and Procurement Department is responsible for the solicitation of all Request for Quotes, Request for Proposals, Invitations For Bid, and finalizing all Contractual Agreements. It is also responsible for the procurement of all materials and supplies for the Agency. It ensures that the Agency receives quality products and services, negotiates and executes purchase orders, disposes of obsolete materials and supplies, maintains the approved vendor's list and promotes excellence in customer service and vendor relations.

Contracting and Procurement Department
1529 W. Main St
Tampa, Florida 33607
813-253-0551 x 390



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FIVE KEYS TO SUCCESSFULLY DOING BUSINESS WITH THE TAMPA HOUSING AUTHORITY

The Contracting and Procurement Department welcomes the opportunity to do business with interested merchants. The Department is interested in fostering participation by all qualified business persons offering commodities and services that may be used by different agencies.

The following are five (5) keys to successfully doing business with the Agency:



1st KEY GETTING ON THE APPROVED VENDOR'S LIST

The City of Tampa Housing Authority Contracting and Procurement Office has established an “Approved Vendor’s List” on which we will Register all perspective vendor’s according to the services and/or commodities that they offer.

All perspective bidder’s must contact the Contracting and Procurement Office in order to obtain a copy of the Vendors Application. Once the Application is obtained, completed and returned to the Contracting and Procurement Office, the vendor’s name will be added to the “Approved Vendor’s List” within 24 hours.



2nd KEY RESPONDING TO BID SOLICITATIONS

WRITTEN QUOTATIONS

Once your firm's name has been added to the Vendor's List, you are now ready to receive notification of the availability of a bid solicitation. Notification is normally made by way of Email and/or telephone fax, and will consist of a bid form and specifications of the item(s) or service(s) to be procured.

Read all instructions carefully. Failure to properly complete the bid form and comply with all instructions may result in the disqualification of your bid. Bid responses may be faxed, Mailed, emailed or hand delivered to the Contracting Office, where they must have the date and time stamped on them.

Only written quotations properly received and date stamped by the scheduled time will be accepted. All others will be rejected, not opened and not considered in the award.

No bid may be withdrawn or modified after the bid opening.



2nd KEY RESPONDING TO BID SOLICITATIONS

TELEPHONE QUOTATIONS

For small purchases, you may also receive a call from a buyer who will provide you with all of the information needed to bid. You have the option to state your quote during the conversation or to call back by the deadline; otherwise, your opportunity to bid is forfeited.

Telephone quotations have the same integrity as written bids, and the most responsive and responsible bidder will receive the award. Any bidder providing a verbal quote, should follow that quote up with a written quote so that the file is properly documented.

(Quotation: To state a price required to provide goods and/or services)



3rd KEY

OBTAINING BID AWARD RESULTS

WRITTEN REQUESTS FOR QUOTATIONS, BIDS, OR PROPOSALS

Bids are awarded to the lowest, most responsive, responsible bidder. Bids must be read and tabulated; then analyzed by the buyer to determine the lowest responsive and responsible bid. The Tampa Housing Authority reserves the right to waive any informalities, or to reject any and all bids or any part thereof, or to re-solicit all or any part of bids as it deems necessary in the best interest of the Agency.

TELEPHONE QUOTATIONS

You may call the buyer the next working day to find out who has been awarded the bid.



4TH KEY

RESPONSIBILITIES WHEN AWARDED A BID/CONTRACT

BIDS

An official THA Purchase Order is your authorization to begin deliveries. Deliveries of goods/services must be in accordance with the agencies written and/or verbal instructions. Acceptance of delivery is based upon inspection and approval by the Receiving Department.

CONTRACTS

If a written contract is awarded as the result of the bidding process, the THA will provide you with three (3) original copies of the contract. It is the responsibility of the successful bidder to promptly sign and return all three (3) copies of the contract. Upon receipt of the signed contracts, the President/CEO and or his designee will sign the contract and authorize the Contracting Officer to issue a “Notice To Proceed”, which will authorize the winning bidder to begin providing the goods and services requested in the bid solicitation.



5th KEY RECEIVING PAYMENT

In order to obtain payment for goods/services provided, each vendor will be required to submit an original copy of each invoice to :

THE CITY OF TAMPA HOUSING AUTHORITY
ACCOUNTING AND FINANCE DEPARTMENT
1529 W. MAIN STREET
TAMPA, FL 33607

Reference the name of the property that purchased the materials and/or services purchased, Purchase Order or Contract Number on the invoice. For orders placed by the properties, the signature of the Property Manager is required. No Payment will be processed without referencing the purchase order or contract number. You may expect to receive payment within 30 days of receipt of invoice

NOTE: THE THA IS TAX EXEMPT AND DOES NOT PAY SALES TAX

Questions regarding payment should be directed to the Accounts Payable Dept.
Telephone number: 813-253-0551, EXT 235.



VENDOR'S RESPONSIBILITIES

- ◆ Assure a completed Vendor Application is submitted to the Contracting and Procurement Office
- ◆ Notify Contracting of any name or address changes or changes in product or services offered
- ◆ Read and comply with all detailed specifications and bid documents
- ◆ Quote firm contract prices only (be sure to include any charges for installation, delivery or freight)
- ◆ Submit bid proposals and/or quotes on forms supplied by the Contracting Office
- ◆ Assure that an original signature of an authorized representative of the firm is on the bid document
- ◆ Ensure that bids are submitted to the Contracting Office before the bid opening time
- ◆ Provide a reasonable and competitive quote
- ◆ Provide, upon request, a schedule of delivery of items or services
- ◆ Process all orders promptly and accurately
- ◆ Provide information on new products, processes, materials and demonstrations or samples when requested



PRE-BID CONFERENCES

Pre-bid conferences are held whenever complex products or services are being solicited. These meetings give you, the vendor, the opportunity to meet directly with the Contracting Officer. It also allows you to examine and discuss the specifications requested, bid conditions and delivery information. While your Attendance at the Pre-bid Conference or the Bid Opening are not mandatory, it is highly recommended.

If you require special consideration due to physical disability, please contact the Contracting and Procurement Office immediately at 813-253-0551, ext. 390.

ADVERTISEMENT

Newspaper Advertisement in at least one (1) newspaper of general circulation is required for all procurements in excess of \$100,000.00.

The advertisement must appear not less than once per week for two (2) consecutive weeks.

The THA normally advertise in the following: The Tampa Tribune, The St. Petersburg Times, The Florida Sentinel, and the Spanish newspaper known as La Gaceta.



APPEALS AND REMEDIES

It is the Agency's policy to resolve all contractual issues informally at the THA level without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the Agency level. When appropriate, the Agency may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. HUD will only review protests in cases of violations of Federal laws or regulations and failure of the Agency to review a complaint or protest.

All appeal request must be submitted in writing to the Contracting Officer within ten (10) days of the Close out of the bidding process.



GIFTS, GRATUITIES, KICKBACKS



Tampa Housing Authority officers, employees or agents shall not solicit or accept gratuities or anything of monetary value including items such as, favors, lunch, flowers, gift baskets, etc. From contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

THE BOTTOM LINE IS:

PLEASE DON'T OFFER BECAUSE WE CAN
NOT AND WILL NOT ACCEPT.

IN CONCLUSION

Doing business with the City of Tampa Housing Authority can be complicated and confusing, but it is our desire to minimize your frustration. We hope to provide you with all of the tools that you need to successfully participate in our agencies bidding processes.

We are well aware of the fact that no single publication can answer all of your questions or solve all of your problems, but we hope that this presentation has provided you with sufficient information to avoid the most common pitfalls.

