



ALBUQUERQUE HOUSING AUTHORITY
“Improving quality of life through housing opportunities”

VENDOR INSTRUCTIONS

INTRODUCTION

The purpose of this memo is to help Vendors better understand how to do business with Albuquerque Housing Authority.

VISITATION

It is recommended that an appointment be made by telephone with the Procurement Buyer at the telephone number listed below. Many items used by the Authority must be obtained under contracts or by competitive solicitation by vendors. Sales representatives may at the request or with the permission of the Finance Department, visit departments for the purpose of introducing new products or providing technical information. It is not permissible for a department to receive materials on consignment, pending the issuance of a confirming purchase order, or to accept equipment for demonstration purposes without the prior approval of the Executive Director or his/her designee.

PURCHASING POLICY AND PROCEDURES

Albuquerque Housing Authority is a Public Body Corporate (AHA), agency governed by Board of Housing Commissioners. Policies and procedures are in compliance with the Annual Contributions Contract (ACC) between Albuquerque Housing Authority (AHA) and the Housing and Urban Development (HUD), Federal Regulations at 24 CFR 85.36, the procurement standards of the Procurement Handbook for Public Housing Agencies (PHAs), HUD Handbook 7460.8, Rev 2, and applicable State and Local laws that governs the expenditure of all funds regardless of the source, unless specifically exempted.

GENERAL INFORMATION

The Finance Department must authorize all purchases. Shipments should not be made without receipt of the Albuquerque Housing Authority purchase order or until a purchase order number has been provided.

INVOICING





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All invoices must reference the purchase order number and be submitted to Albuquerque Housing Authority, Finance Department, Accounts Payable, 1840 University Blvd SE, Albuquerque, New Mexico 87106. **Work Order numbers are NOT substitutes for the Purchase Order number.**

SHIPPING INSTRUCTIONS

- All shipments must be shipped F.O.B. Albuquerque Housing Authority unless otherwise quoted in the Solicitation.
- All shipments must be delivered to the location shown on the purchase order. Shipments or deliveries to other locations of the Authority may delay payment. Vendors are not to deliver directly to the requestor unless approved by the Finance Office.
- All Shipments must reference a valid purchase order number.

UNAUTHORIZED PURCHASES

Any purchases that have not been authorized by the Finance Department may be returned to the vendor at vendor’s expense or will be considered a donation to Albuquerque Housing Authority.

RESERVATION OF RIGHTS

Albuquerque Housing Authority reserves the right to make modifications to the contents of these instructions without prior notice to the vendor. If a discrepancy occurs with this web site, to include but not limited to, instructions and the solicitation or purchase order, the contents of the solicitation and/or purchase order will govern.

ADDITIONAL INFORMATION

Any question regarding the contents of the Vendor Instructions or any other question regarding doing business with Albuquerque Housing Authority should be directed to the Buyer at lsegura@cabq.gov

PROCUREMENT STAFF

Laurie Segura, Buyer
lsegura@cabq.gov
505 764-3973

Warehouse





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Daryl Grimm, Warehouse Supervisor

dgrimm@cabq.gov

505 764-3983

Administrative Specialist

Stacey Valverde, Senior Office Assistant

Svalverde@cabq.gov

505 764-3962

Julie King, Accounting Assistant (Accounts Payable)

jking@cabq.gov

505 764-3990

The Procurement Section of Albuquerque Housing Authority is under the direction of the Finance Department.

Leona Martinez

Fiscal Officer, Albuquerque Housing Authority



EQUAL HOUSING
OPPORTUNITY AGENCY

1840 University Boulevard SE / Albuquerque, NM 87106
Telephone (505) 764-3920 FAX (505) 764-3981

