

HOUSING AUTHORITY OF THE CITY OF YORK
PROCUREMENT POLICY – QUICK REFERENCE

PLEASE NOTE: ALL CONSTRUCTION CONTRACTS OVER \$2,000 MUST FOLLOW DAVID BACON WAGE GUIDELINES

AMOUNT	METHOD OF PROCUREMENT	ADVERTISING PROCEDURE	CONTRACT	BONDING REQUIREMENTS	INSURANCE REQUIREMENTS	DAVIS BACON
UNDER \$25.00	NONE	NONE	NONE	NONE	NONE	NONE
\$1,000 OR LESS	One Quote either in writing or verbal.	NONE	NONE	NONE	NONE	NONE
OVER \$1,000 BUT NOT EXCEEDING \$10,000	3 Quotes verbal or in writing. Document Name, Phone #, Address, Date, Contact Person & Amount	NONE	NONE	NONE	None for Purchases. Construction Contractors must have: 1) Workmen's Comp 2) Auto – SEE BELOW 3) Liability – SEE BELOW	SEE NOTE ABOVE
OVER \$10,000	Sealed Bids	Must advertise Invitation to Bid in at least 1 newspaper of general circulation. For Development & MOD must run ad TWICE, once for all else. Run ad at least 15 days prior to date set to open bids. Bids opened publicly and in presence of at least 1 witness & are available for public inspection. Unsuccessful firms notified within 10 days after contract award.	YES	Construction Contracts exceeding \$100,000 – Operating Funds: 1) Bid Guarantee for 10% of Bid price; AND 2) Performance Bond for 100% of contract price; AND 3) Payment Bond for 100% of contract price. Development: 1) Bid Guarantee for 10% of bid price; AND 2) ONE OF THE FOLLOWING: a) Performance & Payment Bond for 100% of the contract price; OR b) A 20% Cash Escrow; OR c) A 25% Irrevocable Letter of Credit. CIAP: 1) Bid Guarantee for 10% of bid price; AND 2) ONE of the following: a) A Performance & Payment Bond for 100% of the contract; OR b) Separate Performance & Payment Bonds each for 50% or more of contract price; OR c) A 20% Cash Escrow; OR d) A 25% Irrevocable Letter of Credit. PURCHASES IN EXCESS OF \$10,000: 1) Bid Guarantee for 10% of contract price.	WORKMEN'S COMP – Required unless there are no employees. COMMERCIAL GENERAL LIABILITY – \$500,000/occurrence for bodily injury & property damage. Must cover all equipment, hoist, & vehicles on the site not covered by auto liability. AUTO LIABILITY – On owned and non-owned motor vehicles for combined single limit for bodily injury & property damage of NOT less than \$500,000/ occurrence. BUILDER'S RISK – Fire & Extended Coverage on all work in place and any materials stored a site. Includes foundations and building equipment. Amount is the FULL CASH VALUE of all completed construction & value of materials stored at the site(s). ** Builder's Risk is NOT required for MOD if there are no structural alterations or additions & the PHA's existing fire & extended coverage policy can be endorsed to include the work.	YES

PLEASE NOTE: FOR PROFESSIONAL SERVICES INCLUDING ARCHITECTURAL AND ENGINEERING SERVICE OVER \$10,000- COMPETITIVE PROPOSALS IS THE METHOD OF PROCUREMENT. SEE PROCUREMENT POLICY FOR FURTHER DETAILS.