



## **Vendor Instructions**

### **Introduction**

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

### **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**

AHA is a Public Body Corporate, agency governed by Board of Housing Commissioners. Policies and procedures are in compliance with the Annual Contributions Contract (ACC) between 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**

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

Or [ap@abqha.org](mailto:ap@abqha.org)

**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 AHA.

**Reservation of Rights**

AHA 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 AHA should be directed to the Buyer at [purchasing@abqha.org](mailto:purchasing@abqha.org).

**Procurement Staff**

Rocio Solis Sinche, Procurement Officer	505-764-3932	<a href="mailto:rsinche@abqha.org">rsinche@abqha.org</a>
Venessa Burk, Procurement Specialist	505-764-3973	<a href="mailto:vburk@abqha.org">vburk@abqha.org</a>
Deborah Mead, Accounts Payable Raymond	505-764-3962	<a href="mailto:ap@abqha.org">ap@abqha.org</a>
Murrieta, Warehouse	505-764-3982	<a href="mailto:rmurrieta@abqha.org">rmurrieta@abqha.org</a>
Frederick Shendo, Capital Funds Coordinator	505-764-3976	<a href="mailto:fshendo@abqha.org">fshendo@abqha.org</a>
Barbara D’Onofrio, Director of Finance	505-764-3936	<a href="mailto:bdonofrio@abqha.org">bdonofrio@abqha.org</a>
Vivian Gabaldon, Payroll	505-764-3928	<a href="mailto:vgabaldon@abqha.org">vgabaldon@abqha.org</a>
Greg Abrams, HR	505-764-3987	<a href="mailto:atriviso@abqha.org">atriviso@abqha.org</a>
Front Desk / Support	505-764-3990	

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

Barbara D’Onofrio  
Director of Finance, Albuquerque Housing Authority