HRSD

Cleaning wastewater every day for a better Bay.

A Guide for Doing Business with HRSD

Welcome

Welcome to the Hampton Roads Sanitation District (HRSD) Procurement Division. We are responsible for purchasing, renting, leasing or otherwise acquiring commodities, services, construction and professional services for HRSD; development of the strategic business relationships between HRSD and the business community; management of procurement policies and guidelines; and the management and disposal of surplus property.

HRSD's Engineering Department is responsible for procurement of professional and non-professional services related to design, construction, real estate and property acquisition associated with capital projects or facility improvements. Professional services include the following disciplines; architecture, land surveying, landscape architecture and professional engineering.

We are committed to providing the necessary resources that establish a foundation in supporting HRSD's mission to protect public health and the waters of Hampton Roads by treating wastewater effectively.

We believe a strong commitment to providing excellent service to our clients is vital for our success and that the following values are essential to our success:

Strategic Business Partnering - We believe that our strength lies in our professional relationships with the business community. These are based upon understanding our clients' business needs and then planning, implementing and managing the best contracts. We embrace the highest ethical standards of our profession and model ethical conduct to our clients, our colleagues and our peers.

Innovation - We value creativity and innovation in developing and providing successful solutions. We are committed to seeking more efficient and effective ways of conducting our business.

Open Access to Procurement Opportunities and Information - We value our business partners and believe in the practice of free and open competition. We are committed to ensuring a fair, non-discriminatory and complete process based on the highest ethical standards in our profession.

Accurate and Timely Information - We believe that timely and accurate information is crucial to business decisions within HRSD and the business community.

Supplier Registration

Are you registered to do business with HRSD? If not, register online today through BuySpeed Online (BSO), HRSD's e-Procurement system. Registration is quick and easy. Access to BSO is free to registered suppliers and contractors and allows you to:

- Maintain your account contact information and business classifications
- Identify and maintain your commodity/service codes for inclusion on HRSD's Bidder's List
- View available bid opportunities, receive electronic notification of bid opportunities and bid amendments for registered commodities/ service codes
- Submit quotes, bids and proposals securely online
- View bid tabulation results, receive electronic notification of awards and view awarded purchase orders

The unique services offered through BSO expedite and streamline routine business processes, expand procurement opportunities and reduce overall costs for improved efficiencies.

How Do I Register? Request your login ID and password by contacting BSOHelpDesk@hrsd.com. If you are already registered in BSO, your existing login and password remain valid.

HRSD Website

Please visit HRSD's website at http://www.hrsd.com/procurementdoingbusiness.shtml for procurement assistance, public notices, Engineering Department procurement opportunities, manuals and guidelines, surplus property auctions, procurement resource links and much more.

Procurement Policies

Advertisement of Procurement Opportunities - The Procurement Division advertises bid opportunities through BSO on HRSD's website. In addition, formal competitive sealed proposals are advertised in the local newspaper, *The Virginian-Pilot.*

Procurements $5,000 or Less - HRSD departments have the delegated authority to make purchases of $5,000 or less through the use of HRSD's Procurement Card. HRSD clients may directly contact suppliers for pricing and delivery of the needed goods or services within the guidelines of HRSD's Procurement Card Policy.

Procurements Over $5,000 and Up to $50,000 - The Procurement Division staff will seek competition to the maximum feasible degree through the use of informal solicitations including Request for Quotes (RFQ's), Competitive Bids and Competitive Proposals.

Procurements Over $50,000 - The Procurement Division staff will seek competition to the maximum feasible degree through the use of formal solicitations including Competitive Sealed Bids (IFB's), Competitive Sealed Proposals (RFP's) and Competitive Sealed Technical Proposals (RFTP's).

Solicitation Amendments and Purchase Order Change Notices - Any changes to an HRSD Procurement Division solicitation or an awarded Purchase Order shall be in the form of a written notice issued by the Procurement Division's authorized representative. Electronic notifications are sent through HRSD's BSO e-Procurement system.

Supplier Diversity

The goals of HRSD's diversity procurement policy are to actively solicit and encourage small, women-owned, minority-owned and service disabled veteran-owned businesses to participate in procurement opportunities through equally fair and open competition for all contracts.

Whenever HRSD engages in a solicitation, it includes available businesses selected from HRSD's centralized contractor/supplier database, the Department of Minority Business Enterprise (DMBE) www.dmbe.virginia.gov and/or the Virginia Minority Supplier Development Council (VMSDC) http://www.vmsdc.org/. Small, women-owned, minority-owned and service disabled veteran-owned businesses are encouraged to become certified by the DMBE and the VMSDC.

Each of HRSD's contractors and suppliers is encouraged to provide for the participation of small, women-owned, minority-owned and service disabled veteran-owned businesses through partnerships, joint ventures, subcontracts and other contractual opportunities. HRSD conducts and/or participates in several supplier outreach events each year. Contact Linda Wade, HRSD Strategic Sourcing Manager, lwade@hrsd.com, for additional information.

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Surplus Property Sales

HRSD offers a wide variety of surplus supplies, equipment and vehicles for sale throughout the year. Public Surplus, an online auction site, is utilized for the advertisement and competitive bidding of HRSD surplus property. For more information about Public Surplus and HRSD Online Auctions visit http://www.hrsd.com/surplusproperty.shtml.

Invoice Payments

In order to ensure prompt payment, suppliers and contractors should prepare invoices in the same format as the associated purchase order or contract. Invoices should be legible, complete and accurate. Submission of invoices by e-mail to ap@hrsd.com is preferred. HRSD's preferred method of invoice payment is by credit card (ePayables). As an alternative payment method, ACH payments are also utilized. In the event one of these two payment methods is not possible, HRSD will make invoice payments by check.

Office Information

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