

How to do Business with Sacramento Regional Transit

Jessica Shevlin
Disadvantaged Business Enterprise (DBE) Liaison Officer, Acting
jshevlin@sacrt.com

How to Become a SacRT Vendor

If you are interested in doing business as a vendor for SacRT, register online to be notified of bidding opportunities. Visit the SacRT Procurement Portal to register your company in SacRT's PlanetBids eProcurement system.

Go to <http://www.sacrt.com/procurement/> and click **Vendor Registration**, then **Register at Planetbids**.

Click **New Vendor Registration** to create an account.

Enter your Company Name, FEI/SSN, and primary email contact, then click Sign Up. A verification email will be sent to complete the sign up process. Follow the verification line and complete the information requested and select Submit. All mandatory fields are denoted by a red asterisk.

For the best opportunity to be notified of a contracting opportunity applicable to your industry, ensure that you choose the North American Industry Classification System (NAICS) codes that match all capabilities and certifications of your business. Reference www.NAICS.com for more information.



Diversity in Contracting Programs

SacRT is committed to providing a level playing field on which DBEs and Small and Local Businesses can compete fairly for contracts and subcontracts relating to SacRT's construction, procurement, and professional services activities.

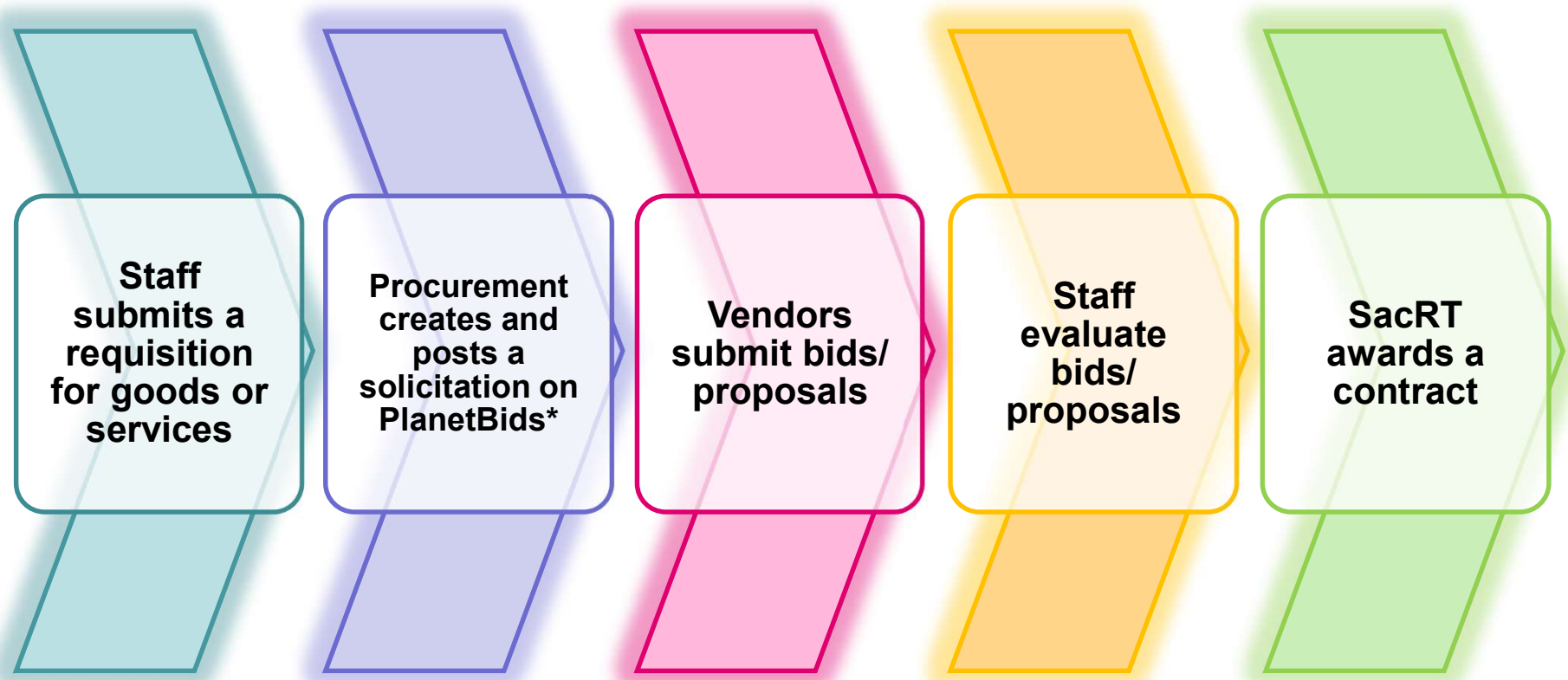
Federal Program: SacRT's **DBE Program** is committed to an overall DBE goal of 4.57% for Federal Fiscal Years 2021-2023 for its federally funded projects and applicable service contracts.

State and Local Program: SacRT's **Small and Local Business Program** provides price and point preferences to certified Small Businesses and Local businesses (a business that maintains its Principal Place of Business within the geographical boundaries of Sacramento, El Dorado, Placer, Sutter, Yolo or Yuba counties).

To learn more about SacRT's DBE Program and Goal Methodology and SacRT's Small and Local Business Program, visit

<http://www.sacrt.com/procurement/dbe.aspx>

SacRT's Procurement Process



**for competitive solicitations: Services over \$5k, Public Works over \$5k, supplies over \$3k*

Bidding Opportunities

SacRT maintains an Upcoming Procurements list, which can be viewed on the SacRT website on the Procurement Services Portal page: <http://www.sacrt.com/procurement/>

Current and Past Bid Opportunities can be viewed on PlanetBids, which can be accessed from the SacRT Vendor Portal: <https://pbsystem.planetbids.com/portal/39480/portal-home>



Direct Link to Bid Opportunities: <https://pbsystem.planetbids.com/portal/39480/bo/bo-search>

NOTE: To download bid documents and submit bids, you MUST be registered as a vendor!

Tips for Success

- Keep your online vendor profile up to date, most importantly your contact information, but also certification and license information
- Be sure to include your DBE and/or SBE certification number and expiration date in your vendor profile!
- Spend time ensuring that you choose all applicable NAICS codes to reflect the goods and/or services that your company provides.
- Add PlanetBids (customercare@planetbids.com) to your email address book and make sure that email notifications are not going to your spam/junk email folder.

Tips for Success

- Don't be afraid to ask questions if something in the solicitation document is not clear to you.
- When bidding materials, include Freight on Board (FOB) Destination in the final bid price.
- When bidding construction, include all taxes in the final bid price.
- Give yourself ample time to submit your bid - it can take time for bid attachments to upload to the eProcurement, so don't wait until the last minutes to enter your bid! SacRT does not accept late bids.
- Review all dollar value entries and bid form attachments before submitting your bid.
- Be sure to review and acknowledge all addenda.
- Fully complete and sign all forms, as required, to ensure that your bid is accepted. Partial bids are very rarely accepted, so follow ALL bid instructions.
- Let Prime Contractors know who you are! Log in to view solicitations and get on the Prospective Bidder's list for applicable solicitations – contact the Primes on the list to notify them that you are interested in participating in the contract.

SacRT Contact Information

SacRT Administrative Offices
1400 29th Street
Sacramento, CA 95816

Jessica Shevlin
Disadvantaged Business Enterprise (DBE) Liaison Officer, Acting
jshevlin@sacrt.com

Juliette Terry
Senior Manager, Procurement
jterry@sacrt.com

Procurement Analysts (Buyers)
Camille Tyler ctyler@sacrt.com
Sue Gonzales sgonzales@sacrt.com
Tom Dempsey tdempsey@sacrt.com
Lauren Martinez lmartinez@sacrt.com

Accounts Payable
accountspayable@sacrt.com