

DBE and SBE Policies and Programs

The Sacramento Regional Transit District (SacRT) is committed to carrying out all of the Disadvantaged Business Enterprise (DBE) requirements of 49 CFR Part 26. The procedures contained in RT's DBE Program will ensure that all contracts and procurements are administered without discrimination on the basis of race, color, sex, national origin, disability or age, and that DBEs have an equal opportunity to compete for and participate in the performance of all agreements, contracts and subcontracts awarded by SacRT.

It is the policy of SacRT to ensure non-discrimination on the basis of race, color, sex, national origin, disability or age in the award and administration of federally-funded contracts. It is the intention of SacRT to create a level playing field on which DBEs can compete fairly for contracts and subcontracts for materials and supplies, construction, and professional and non-professional services.

SacRT intends to implement its DBE Program in good faith and does not permit the use of quotas or "set-asides" in its administration.

SacRT also has a Small Business Enterprise (SBE) Policy and Program that includes points and price preferences for eligible firms.

Prospective bidders are encouraged to call SacRT's DBE Liaison Officer at 916-556-0151 for assistance in DBE or SBE participation, to request a copy of SacRT's DBE or SBE Policy and Program, and for a list of DBE or SBE certifying agencies that are accepted by SacRT.

For information about DBE certification, go to the Caltrans Office of Civil Rights website at dot.ca.gov/hq/bep/business_forms.htm or call 916-324-1700.

For information about SBE Certification, go to the California Department of General Services website at: caleprocure.ca.gov/pages/sbdvbe-index.aspx

Contracts

Tips on how to successfully compete for construction, non-professional and professional services contracts:

- Know your SacRT point of contact
- Attend pre-bid and pre-proposal meetings
- Review the terms and conditions, and insurance requirements before the due date
- Fill out bid forms thoroughly
- Ask questions and get clarification before the due date
- Turn in your sealed bid or proposal on time. Late bids and proposals are not considered

Vendors

Tips for commodities vendors:

- Know your SacRT point of contact
- Reference the Purchase Order on your invoices for prompt payment



Sacramento Regional Transit District

Administrative Offices

1400 29th Street
Sacramento, CA 95816
916-321-2800

Mailing Address

P.O. Box 2110
Sacramento, CA 95812-2110

Human Resources

2810 O Street
Sacramento, CA 95816
916-556-0299

Customer Service & Sales Center

1225 R Street
Sacramento, CA 95811
916-321-BUSS (2877)

Route, Schedule & Fare Information

916-321-BUSS (2877)
TDD 916-483-HEAR (4327)
sacrt.com

Compliments? Concerns?

916-557-4545



PROCUREMENT SERVICES

HOW TO DO BUSINESS WITH SACRT



How to do Business with Regional Transit

Business Opportunities

Visit SacRT's website periodically to view current solicitations

Interested bidders will have the opportunity to view the bid release and due dates, a brief description of the project, the name of the contact person from whom to order bid packages, and the bidders list.

Go to: sacrt.com

Look for:

- Career & Business Opportunities
- Advertised Bidding Opportunities

Please note that online bid documents are not available at this time.

Vendor Application

Register in SacRT's vendor database

Go to: sacrt.com

Look for:

- Career & Business Opportunities
- Advertised Bidding Opportunities
- Print the Regional Transit Vendor Application form, fill it out and fax or mail it as directed on the top of the form

Procurement Services

2816 N Street
Sacramento, CA 95816

Get acquainted with SacRT's Procurement staff:

Professional Services, Non-Professional Services and Construction Procurements

Fernando Barcena

Manager, Contracts and Disadvantaged Business Enterprise
(916) 556-0151
fbarcena@sacrt.com

Sue Robison

Senior Procurement Analyst
916-556-0152
srobison@sacrt.com

Renel Coombs

Procurement Analyst II
(916) 556-0471
rcoombs@sacrt.com

Jessica Bennick Shevlin

Procurement Analyst I
(916) 556-0198
jshvlin@sacrt.com

Fumilayo Washington

Procurement Clerk
(916) 321-2920
fwashington@sacrt.com

Maintenance, Repair and Operating Supplies

Juliette Terry

Senior Procurement Analyst
(916) 556-0154
jterry@sacrt.com

- Buses and Non-Revenue Vehicles
- Capital Equipment
- IT Licenses, Software/Hardware, and Maintenance
- Fare Media
- Office Equipment and Supplies
- Printing Services
- Clothing and Promotional Items
- Surplus Property Disposal
- Purchasing Card and Fuel Card Program Administration
- Miscellaneous Equipment, Supplies, Materials, and Services

Jennifer Ohnmeiss

Procurement Analyst II
(916) 556-0153
johnmeiss@sacrt.com

- Off-Site Non-Revenue Vehicle Equipment and Repairs
- Capital Equipment
- Common Hardware for Light Rail and Facilities
- Clothing
- Oil/Lubricants for Light Rail and Facilities
- Miscellaneous Tools, Equipment, Supplies, Materials and Services

Bus Maintenance Department

Eric Houston

Materials Management Superintendent
(916) 321-2923
ehouston@sacrt.com

- Bus Inventory Management
- Revenue Vehicle Parts and Repairs
- Oil/Fuel/Lubricants/Freon
- Common Hardware
- Miscellaneous Tools, Equipment and Supplies
- Shipping/Receiving

Light Rail Department

Colleen Elder

Materials Management Superintendent
(916) 556-0470
celder@sacrt.com

- Light Rail Vehicles (LRV)
- LRV Inventory Management
- Revenue Vehicle Parts and Repairs
- LRV Refurbishment
- Capital Equipment
- Miscellaneous Tools, Equipment and Supplies
- Shipping/Receiving