

# DOING BUSINESS WITH THE RTA

A Guide for Doing Business with the Greater Dayton Regional  
Transit Authority.

## INTRODUCTION

Thank you for your interest in the Greater Dayton Regional Transit Authority (RTA).

This brochure is intended to simplify your understanding of RTA's procurement policies and procedures and provide you with a better working knowledge of how to do business with the RTA. While this brochure will give you a general overview of the procurement policies and procedures, it does not prohibit the RTA from changing or modifying its policies and procedures. The RTA reserves the right, as the interests of the RTA may require, to change, modify, or amend its policies and procedures as deemed to be in the best interests of the RTA.

With the exception of inventory items, which are purchased under the Maintenance Department, purchased items are the responsibility of the Procurement Department. If you have any questions concerning RTA's purchasing policies and procedures or desire specific information concerning the purchase of goods and/or services, please contact the Procurement Department.

The Procurement Department makes every effort to seek qualified businesses to purchase its goods and/or services. It is RTA's policy not to discriminate and to encourage disadvantaged business enterprise (DBE) participation, whenever possible.

This information along with our procurement schedule, open procurements and Vendor Registration Form are posted on RTA's Procurement website at <http://proc.greaterdaytonrta.org>.

If we can be of any assistance, please feel free to contact any of our procurement representatives. We welcome the opportunity to work with you.

Sincerely,

Deborah Howard, Manager of Procurement

# **SELLING TO THE GREATER DAYTON REGIONAL TRANSIT AUTHORITY**

## **LOCATION**

The purchasing of electric trolley and diesel bus parts is handled by the Maintenance Department located at 600 Longworth Street, Dayton, OH 45402, while all other procurement staff, under the Finance Department, is located at 4 South Main Street, Dayton, OH 45402. Vendors will be seen by appointment only.

Upon arrival, you will be asked to sign in, and the person you are scheduled to see will be notified. For your safety, you will not be permitted to visit the facilities without an escort.

Your cooperation in adhering to these guidelines is appreciated.

## **HOW DOES RTA BUY?**

The RTA is a political subdivision of the State of Ohio and must adhere to the Ohio Revised Code. The Ohio Revised Code (Section 306.43) requires RTA under certain instances to purchase items through a formal competitive bidding process. Bid announcements for these purchases are advertised in local newspapers of general circulation for two (2) consecutive weeks.

The announcements may appear in the **Dayton Daily News**, and **The Dayton Weekly**. Announcements may also appear in the **Transit Talent**, and **Passenger Transport**, transit industry trade newspapers. Announcements normally appear as an Invitation for Bid (IFB) or a Request for Proposal (RFP). Another form of solicitation that is not published is the Request for Quotation (RFQ), but it does appear on our website, <http://proc.greaterdaytonrta.org>. The RFQ generally results in awards where the anticipated value is less than \$25,000 for professional services and less than \$100,000 for goods and services.

The RTA receives federal and state funding for many of its expenditures and must adhere to the regulations set forth by the Department of Transportation, Federal Transit Administration and the Ohio Revised Code. Any procurement that exceeds \$3,000

must include applicable FTA clauses and submittals. These may be viewed on the RTA procurement website.

In awarding a contract, the RTA reserves the right to consider all elements when determining the responsibility and responsiveness of the bidder/proposer. Any bid/proposal which is incomplete, conditional, obscure, or which contains stipulations not called for or irregularities of any kind, may be cause for rejection of the bid/proposal.

The RTA reserves the right, as the interests of the RTA may require, to postpone, accept or reject any and all bids/proposals and to waive any informalities in the bids/proposals received, and to award the contract(s) to only responsive and responsible bidder(s)/proposers.

## **WHAT DOES RTA BUY?**

RTA acquires basic goods and services. These include:

- Vehicles
- Parts, supplies, equipment and services to operate the vehicles and administrative offices
- Professional services
- Construction

Below is a partial list of goods and services the RTA purchases.

### **ADMINISTRATIVE**

	Concrete
Bus Passes	Electrical
Copying Services	Fire Protection
Copy Machines & Supplies	General
Flexible Spending/Cobra Administrator	Mechanical
Furniture	Plumbing
	<b>CONSULTANT SERVICES</b>
Office Equipment	Architectural
Office Supplies	Benefits
Printing Services	Computer Systems & Software
Safety Supplies	Energy Management
Telephone Service	Engineering
Token Packaging	Financial
	Insurance
<b>CONSTRUCTION</b>	
Buildings/Demolition	

Investments

Legal

Management Systems

Security

Surveys/Appraisals

Transit Operator Evaluations  
& Outreach

### **DIESEL BUS PARTS**

Air Conditioning

Air Suspension

Body Parts

Brake Components

Brake Drums

Brake Lining

Bumpers

Clutch

### **LABORATORY TESTING**

Chemicals

Fuel

Soap

Soil

Solvents

### **MAINTENANCE SUPPLY**

Abrasives

Adhesives

Aluminum and Steel

Batteries

Bus Stop Posts & Signs

Chemicals

Cleaning Materials

### **MISCELLANEOUS**

Air Conditioning

Air Tools

Armored Car Services

Background Checks

Bearings

Elevator Maintenance

Fasteners

Grounds Maintenance

Hand Tools

Hazardous & Non-  
Hazardous Waste Removal  
& Disposal

HVAC Maintenance

Industrial Supplies

Inventory Services	Paint
Janitorial Services for Hubs	Poles
Janitorial Supplies	Tools
Oil & Fuel Analysis	Wire
Operator Uniforms	<b>SALE OF SURPLUS EQUIPMENT</b>
Pest Control	Electrical
Radiator Repair	Office Equipment/Furniture
Safety Supplies/Glasses	Salvage
Shop Towels & Floor Mats	Scrap Metals
Tire Lease	Shop Equipment
Training Consultants	Vehicles
Towing Services	<b>SERVICE VEHICLE SUPPLY</b>
Trash Disposal/Recycling	Belts
Vending Services	Fuel Pumps
Wash Rack Parts	Hoses
Welding Supplies	Lubricants
Window Cleaning	Repair Items
Wireless Phone Service	Tires
<b>OVERHEAD LINE MATERIAL</b>	Unleaded Gasoline
Cement	
Hardware	
Linkage	Water Pumps

**TROLLEY & DIESEL  
SUPPLY**

Air-Conditioning

Air Compressors

Antifreeze

Batteries

Cooling

Decals

Destination Signs

Diesel Fuel

Electrical

Engine

Farebox Parts

Filters

Front Axle

Gaskets/Seals

Glass

Hardware

Headlamps

Interior Lighting

Lubricants

Mirrors

Paint

Rubber Flooring-Ribbed and  
Smooth

Seat Covers

Steering Gear

Temporary Signs

Transmission

Wheels/Bearing

Wheelchair Lift Parts

**VEHICLES**

Automobiles

Diesel Buses

Electric Trolley Buses

Fork Lifts

Paratransit Vans

Service Trucks

Service Vans

## **WHO RECEIVES BID NOTICES?**

In addition to published notices, a list of firms who have expressed an interest in selling specific items to the RTA is kept on file in the Procurement offices. Bid packages that are directly related to the particular goods and/or services the firms can provide are sent out electronically or mailed to the firms on this list. The bid list may be compiled from:

- Previous Bidders
- Firms who have requested placement on such a list by mail, telephone, e-mail, or personal contact
- DBE's certified with the Ohio Unified Certification Program (UCP)
- Trade and Product shows
- Internet Searches
- Dayton Area Chamber of Commerce Members

If a firm would like to be placed on a bid list, an e-mail may be sent to the appropriate procurement representative or a request can be made on the firm's letterhead stating the specific item(s) on which the firm wishes to bid. During a personal interview with an authorized procurement representative of the RTA, a firm may also request placement on such a list. Firms may also register by downloading RTA's Vendor Registration Form and faxing or emailing it to (937) 425-8410.

The RTA may remove firms from a bid list if no response to a solicitation is received after two requests.

## **GENERAL INFORMATION**

The RTA is exempt from payment of sales tax. Exemption certificates will be furnished to a firm upon request to the RTA's Finance Department at (937) 425-8463.

Vendors must never furnish goods and/or services without a bonafide purchase order. The RTA requires purchase orders for all goods and/or services. The purchase order number must appear on all documents and packing slips. All applicable terms and conditions are contained on the back of the purchase orders. Orders



placed by individuals without a bonafide purchase order are considered personal transactions between the supplier and the individual. The RTA will not assume responsibility for payment. Procurement cards are also used for small dollar items.

## **SHIPPING AND RECEIVING**

Unless instructed differently, all deliveries to the RTA are to be made at the shipping and receiving doors located at the corner of Perry and Stout Streets. Shipping and Receiving hours are from 8:00 a.m. to 2:30 p.m., Monday through Friday.

All materials and supplies sent to the RTA must have a packing slip complete with the vendor's name, purchase order or purchase order release number, description of materials shipped, part number and quantities.

No materials, supplies, or equipment are to be sent without a packing slip.

## **INVOICES**

RTA pays only from invoices. Invoices must be itemized, and the purchase order number and packing slip number must be referenced on the invoice.

Send an original (only one, no extra copies required) of all invoices and credits. Terms are: Net 30 days after delivery of goods and/or services, providing an invoice has been received.

Invoices and statements should be mailed to:

Accounts Payable  
Greater Dayton Regional Transit Authority  
4 S. Main Street  
Dayton, OH 45402

Direct payment inquiries to the Accounts Payable Department at (937) 425-8462 or to the address listed above. The firm must include a "remit to" address on the invoice. Otherwise, payment will be made to the address shown on the purchase order.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM PROCEDURE**

The RTA encourages the participation of disadvantaged business enterprises in the contracts and programs funded by FTA. It is the policy of the U.S. Department of Transportation that DBEs can compete on a level playing field for performance of contracts financed in whole or in part with federal funds.

The RTA will ensure all contractors providing goods, services, or performing construction will take positive steps toward the utilization of disadvantaged business enterprises, to the maximum extent possible.

RTA's overall goal is reviewed every three years. This goal is a percentage of Federal financial assistance that will be expended in DOT-assisted contracts awarded by the RTA (but excluding the purchase of transportation vehicles, which is monitored directly by the FTA). This goal is calculated after reviewing RTA's past goal history, adjusting for availability of DBEs based on census data on businesses in Montgomery County, procurement projects and the DBE Certification List managed by the Ohio Department of Transportation.

### **PROCEDURE**

DBEs are certified under the Unified Certification Program (UCP) by the Ohio Department of Transportation, as required by the Code of Federal Regulations (CFR) Title 49 Part 26. The State has developed a Unified Certification Program (UCP) to provide "one-stop shopping" for the DBE firms. An applicant is required to apply only once for a DBE certification within the state as long as an annual affidavit is submitted before the certification expiration. That certification will be honored by all agencies who receive federal transportation funding in the state and by other states that have a reciprocal UCP. An application may be obtained by contacting Ohio Department of Transportation, Office of Contracts-DBE Section, 1980 W. Broad Street, Columbus, OH 43223, or by logging onto the following web address: <http://www.dot.state.oh.us/CONTRACT/DBE.HTM> 614-728-9598. The City of Dayton, who also certifies firms, may be reached at 937-228-5854.

## **SOLICITATION PACKAGES**

For each solicitation package that contains a specific goal requirement, the forms described below are to be completed. Certified DBE firms must submit the Affidavit of Disadvantaged Business Enterprise and a notarized letter attesting that their firm will be involved in the performance of the contract and the area or scope of work in which they will be involved. Bidders/proposers that do not qualify as a DBE nor can comply with the goal must follow the good faith effort procedures outlined in the bid/proposal package. Failure to submit these forms may render the firm non-responsive.

- ◆ Affidavit of Disadvantaged Business Enterprise: the DBE firm certifies they are a DBE and will be the contractor/subcontractor/supplier on this project.
  
- ◆ Affidavit of Intended Disadvantaged Business Enterprise: The contractor certifies that he/she is using a DBE subcontractor/supplier(s) and states the area or scope of work in which the DBE(s) will be used and the estimated dollar amount.

## **PRE-BID/PRE-PROPOSAL CONFERENCES**

Specific information relating to DBE requirements is addressed whenever pre-bid/proposal conferences are held.

## **RESPONSIVENESS**

Any bidder/proposer that fails to meet or demonstrate that, despite good faith efforts, it could not meet the established goal, will not be eligible to be awarded the contract.

## **AFFIRMATIVE ACTION ASSURANCE**

All firms doing business with RTA in excess of \$10,000 are required to comply with all Equal Employment Opportunity laws and regulations. These firms must file with the RTA's DBE Officer, if requested, an Affirmative Action Assurance Plan, consistent with RTA's nondiscriminatory policy, subject to RTA approval. All vendors must submit with their bid a letter from the City of Dayton Human Relations Council, stating that they have an approved Affirmative Action Assurance Plan. Failure to furnish the letter from the City of Dayton Human Relations Council may be cause for rejection of your bid. If a bidder is not currently on the approved list, the following office is to be contacted to obtain an application:

City of Dayton, Ohio  
Human Relations Council  
371 W. Second Street  
Dayton, OH 45402  
(937) 333-1413

Any bidder, who in RTA's judgment has failed to comply with such laws and regulations, even though their bid may be the lowest in dollar amount, may be considered nonresponsive and may be rejected.

## **CODE OF CONDUCT STANDARD**

The proper operation of the Greater Dayton Regional Transit Authority (RTA) requires that all employees, and specifically the Procurement Representatives, be independent, impartial, and responsive to the public whom they serve. RTA's Procurement Representatives must avoid all situations where prejudice or opportunity for personal gain could influence their decision.

So that employees and firms clearly understand the areas of possible conflict and avoid situations involving suspicion of conflict, the following standard is set forth.

1. Confidential Information. RTA employees shall not divulge any confidential information to any unauthorized person or release any such information in advance of the time prescribed for its authorized release for their own personal gain or for the gain of others.

RTA employees shall not participate in personal business transactions or make private arrangements for personal profit, which occur from or are based upon their official position or authority or upon confidential information that was gained by reason of such position or authority.

2. Contracts. No RTA employee shall be engaged in the selection, award or administration of a contract supported by federal, state or local funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when a Procurement Representative, any member of his/her immediate family, any organization that employs, or is to employ, any of the above has a financial or other interest in the firm selected.
3. Gratuities and/or Favors. No employee shall accept gratuities or favors greater than \$25.00 from contractors, potential contractors, or parties to subcontractors. Meals and entertainment are excluded from the above limitations.
4. Representatives of Private Interests. No employee of the RTA shall represent or act as an agent for any private interest, whether for compensation or not, in any transaction in which the RTA has a direct interest and which may reasonably be expected to result in a conflict between private interests of this employee and his/her RTA responsibilities.

Further, there shall be no attempt to influence any proceeding between private interests and the RTA in which law or agency regulation requires that decisions be made solely on the record of a formal hearing.

## **REMINDERS**

- Never furnish goods and/or services without a bonafide purchase order. Orders placed by individuals without a bonafide purchase order are considered personal transactions between the supplier and the individual. The RTA will not assume responsibility for payment.
- Loaned products (goods, equipment, or test materials) or services rendered to RTA should be accompanied by a letter of understanding that items are for trial use only and that no requirement for a resulting order is implied, especially without compensation.
- Always submit quotations, bids and proposals on time. Late quotations, bids and proposals may not be considered.
- When bidding goods and/or services, it is very important to remember that all paperwork supplied and requested by RTA must be addressed either by properly filling out the paperwork or in a written reply addressing reasons why the paperwork cannot be completed. Otherwise, bidders may be considered nonresponsive, and the bid may be rejected.
- For contracts in excess of \$10,000, all firms are required to comply with all EEO laws and regulations, and file with the RTA's DBE Officer, an Affirmative Action Assurance Plan, consistent with RTA's non-discriminatory policy.

## **TERMS AND DEFINITIONS**

APTA – American Public Transportation Association

DBE – Disadvantaged Business Enterprise

FTA – Federal Transit Administration

ORC – Ohio Revised Code

Request for Quote (RFQ) – Requests for quotes when the value of the award is anticipated to be less than \$25,000 annually for professional services and less than \$100,000 for goods and services.

Invitation for Bid (IFB) – Requests for bids where the RTA is soliciting bids for goods and/or services that may exceed \$100,000.

The IFB is used when item(s) can be precisely defined, described or standardized and when two or more sources are able to compete for requirement.

Request for Proposals (RFP) – Request for proposals where the RTA is soliciting proposals for professional services that may exceed \$25,000 and \$100,000, if for goods and services. The RFP is needed when service(s) or item(s) cannot be precisely defined, described or standardized.

## **CONTACTS**

Please meet our Procurement staff. You can e-mail the staff members by clicking on their names. Also listed below are some of the areas they cover.

**Deborah Howard**  
**Manager, Procurement Department**  
[DHoward@greaterdaytonrta.org](mailto:DHoward@greaterdaytonrta.org)  
**(937) 425-8310**

- Buses
- Fuel
- Consultant Services
- Legal Services

**Tamea Wiesman**  
**Senior Purchasing Agent**  
[TWiesman@greaterdaytonrta.org](mailto:TWiesman@greaterdaytonrta.org)  
**(937) 425-8312**

- Group Insurances
- Construction
- Operator & Maintenance Uniforms
- Consultant Services
- Printing & Copying Services
- Engine & Transmission Parts
- Purchased Transportation
- Bus Passes
- Bus Wash Soap
- Armored Car Services
- Hardware/Software Maintenance
- Office Supplies

**Joe Swisshelm**

**Senior Purchasing Agent**

**[JSwisshelm@greaterdaytonrta.org](mailto:JSwisshelm@greaterdaytonrta.org)**

**(937) 425-8311**

- Construction
- Janitorial Services
- Janitorial Paper Supplies
- Consultant Services
- Overhead Line Material
- Maintenance Equipment
- Window Cleaning
- Copiers & Maintenance

**JoAnn Oliver**

**Purchasing Agent**

**[JOliver@greaterdaytonrta.org](mailto:JOliver@greaterdaytonrta.org)**

**(937) 425-8313**

- Occupational Medical Service Provider
- Benefits Consultant
- Utility Vehicles
- Trash Removal
- Engine Lubricating Oil
- Phone Services & Internet Provider
- Vehicle Brakes, Filters
- Sale of Scrap Metal
- Vending Services
- Pest Control
- Document Retention/Destruction, Scanning
- Studies & Evaluations, Training
- Water Coolers

**Joy DesLauriers-Davis**

**Manager, Maintenance & Inventory Control**

**[JDeslauriers@greaterdaytonrta.org](mailto:JDeslauriers@greaterdaytonrta.org)**

**(937) 425-8610**

- Petroleum Products
- Vehicle Service Supplies
- Maintenance Supplies
- Overhead Line Materials



**Bill Wheeler**

**Purchasing Agent**

**[BWheeler@greaterdaytonrta.org](mailto:BWheeler@greaterdaytonrta.org)**

**(937) 425-8611**

- Electric Trolley Bus Parts
- Motors
- Doors
- Electrical
- Auction

**Victor Roberts**

**Inventory Control Supervisor**

**[VRoberts@greaterdaytonrta.org](mailto:VRoberts@greaterdaytonrta.org)**

**(937) 425-8580**

- General Inventory and Receiving Information