

## Fundamental Principles of Ethical Procurement

The District's procurement practices, which are also adhered to by the JPB and TA, reflect a commitment to the fundamental principles of ethical procurement as follows:

1. Foster maximum open and fair competition for contracts
2. Promote the greatest economy and efficiency in procurements
3. Ensure adherence to proper standards of conduct by board members, officers and employees
4. Maintain procurement policies and procedures that guarantee compliance with applicable state and federal laws and regulations
5. Establish and maintain an arm's length relationship with all Vendors
6. Treat all prospective Vendors, including Disadvantaged Business Enterprises (DBE's) and Small Business Enterprises, in an equal and equitable manner
7. Provide guidance for remedy and resolution of contract claims or disputes

## Contact Us

1250 San Carlos Avenue  
San Carlos, CA 94070

650-508-6270

[procurements@samtrans.com](mailto:procurements@samtrans.com)  
[www.smctd.com/bidscontracts](http://www.smctd.com/bidscontracts)

### Hours

Monday- Friday  
8:00a.m. -5:00p.m.

### Disadvantaged Business Program (DBE)

Firms interested in information about the DBE program can contact the DBE office at: [dbeinfo@samtrans.com](mailto:dbeinfo@samtrans.com)

### Labor Compliance Program

The District, JPB and TA require Contractors to comply with all prevailing wage laws and related public works requirements.

For more information, visit [www.smctd.com/bidscontracts/laborcomplianceprogram](http://www.smctd.com/bidscontracts/laborcomplianceprogram)

## San Mateo County Transit District

### Contracts and Procurement

### A Vendor's Guide to Contracting



## About Us

The staff of the San Mateo County Transit District's (District) Contract and Procurement (C&P) Department welcomes your interest in doing business with us. Staff is available to assist you with contracting related questions.

C&P is the centralized procurement department for the District, the Peninsula Corridor Joint Powers Board (JPB/Caltrain), and the San Mateo County Transportation Authority (TA) and is responsible for purchasing goods, materials, supplies, equipment, technical services and professional services required to meet the operational needs of the three agencies.

## Our Mission

We provide professional, value-added procurement and contract management services using consistent, effective, and innovative processes that result in continuous improvement and customer satisfaction while maintaining public trust.

## Procurement Portal

If you are interested in doing business with the District, you must register on the District's on-line procurement portal. Once registered, you will be able to view solicitations and associated documents, submit bids and proposals, and ask questions. Select at least one North American Industry Classification System (NAICS) code. All submitted responses to solicitations are uploaded into the procurement portal. The portal will also allow you to view past and upcoming solicitation opportunities.

Registration is free at:  
<https://smctd.bonfirehub.com>

Once registered, you will receive email notifications about solicitations and bids related to the chosen area of expertise and email notifications of changes to open solicitations.

## Procurement Types

### **Invitation for Bids (IFB):**

Construction and other Public Works:

- All Public Works contracts in excess of \$10,000 are competitively bid

Supplies, Equipment and Materials:

- All supplies, equipment and materials in excess of \$150,000 are competitively bid

### **Request for Proposals (RFP):**

Professional and Other Services:

- Professional and Other Services in excess of \$150,000 are generally solicited through the RFP process

### **Request for Quotations (RFQ):**

The District engages in an informal competitive procurement process for purchases of goods, materials, supplies, equipment, services or professional services under \$150,000. The District will solicit price and rate quotations from an adequate number of qualified sources to obtain the most reasonable price.

### **Items for Auction:**

The District periodically arranges for auction of its surplus items. The auctions are held offsite by Bar None Enterprises of Sacramento. For more information visit their website at [www.barnoneauction.com](http://www.barnoneauction.com)