



**Capital Area Transit System (CATS)
CATS Procurement Department
2250 Florida Blvd
Baton Rouge, Louisiana 70802**

Contact Information:

- Email: catsprocurement@brcats.com
- Phone: (225) 346-5552 - FAX (225) 926-3601

Re: CATS Vendor Profile Data Form

Dear Potential Vendor /Contractor:

Background:

CATS is a Political Subdivision of the State of Louisiana operating the public transit system in the Baton Rouge, Louisiana metropolitan area. CATS operates fixed route services and complementary (ADA) para-transit services and employs approximately 300 people who perform a variety of functions to support the organization's objective of providing quality mass transit services.

Vendor Data Profile Form

The attached information is to acquaint potential vendors about CATS and the rules and regulations, policies and procedures governing the purchase of goods and services through the Capital Area Transit System (CATS). As a political subdivision, CATS procurements are governed by the Louisiana Public Bid Laws (LA Revised Statute-Title 38). CATS is also governed under the procurement guidelines of the Federal Transit Administration (FTA) – Third Party Contracting Guidance – Circular 4220.1F - http://www.fta.dot.gov/legislation_law/12349_8641.html.

We invite your company to become a Vendor with CATS and participate in competitive bidding processes by completing a **Vendor Data Profile Form** found within this document and on CATS Website.

- All interested vendors should **complete and return page 4**.
- Certified Disadvantage Enterprise (DBE) vendors **should complete and return pages 4 & 5**.

You can return the completed page(s) via email to: catsprocurement@brcats.com or you can complete the online version at: <https://www.brcats.com/page/procurement> and submit To CATS. The Vendor Data Profile will be reviewed for completeness by CATS and will be placed in the appropriate category that will assist us in notifying vendors of bidding opportunities.

CATS Procurement encourages all qualified vendors to register with CATS by completing the **Vendor Data Profile Form**. Thanks again and we look forward to hearing from you soon.



CATS BIDDING TERMS AND PROCEDURES

1. **CONFLICT OF INTEREST:** Vendor shall exercise reasonable care and diligence to prevent any actions or conditions, which could result in a conflict with the best interests of CATS. This obligation shall apply to the activities of the employees and agents of Vendors in their relations with the employees and their families of owner, vendors, subcontractors, and third parties arising from contracts or purchase orders for furnishing goods or services to CATS. Contractor's efforts shall include but not be limited to, establishing precautions to prevent its employees from making, receiving, providing, or offering gifts, entertainment, payments, loans, or other considerations of more than nominal value.
2. **BUSINESS ETHICS:** Vendor agrees to comply with all laws and lawful regulations applicable to any activities carried out in the name of or on behalf of the Capital Area Transit System under the provision of CATS contracts or purchase orders including any amendments thereto.
3. Vendor agrees that all financial settlements, billings and reports rendered to CATS, will reflect properly the facts about all activities and transactions handled for the account of the CATS, which data may be relied upon as being complete and accurate in any further recording and reporting made by CATS for whatever purpose.
4. Vendor agrees to notify the CATS Procurement Director of any changes which would materially affect the statements made herein or which could affect conducting business in the best interests of the Capital Area Transit System.
5. A bid is a response to a request for bids and constitutes the vendor's offer to sell to CATS specific items or services at a firm price, under the contractual terms and conditions outlined in the bid request.
6. All bids must be submitted on the forms furnished (if applicable) for this purpose and must be filled out in ink or typewritten, signed in ink and mailed or delivered to CATS at 2250 Florida Blvd, Baton Rouge, Louisiana 70802, per the instructions in the bid.
7. Please do not erase, correct or write over any prices or figures necessary for the completion of the bid. If a correction is necessary, each one must be initialed. Failure to comply with the requirements may cause your bid to be disqualified.
8. If an error is made in extending total prices, the unit price will govern. Under no circumstances will a unit bid price be altered or corrected.

9. Bids, or any part thereof, may be withdrawn prior to the time of bid opening by a formal written request. Bids may not be withdrawn after being opened unless bidder claims a patently obvious clerical or mathematical error in accordance with State law.
10. Specifications should set out the essential characteristics of items being purchased but written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the bid specifically states that only the brand specified will be considered for reasons of compatibility, etc.
11. Submittal of this application **does not automatically qualify** the applicant to be placed on the Procurement mailing list. Each application will be reviewed by the CATS staff to determine the vendor's ability to fulfill its contracts. CATS reserves the right to request additional information to fully determine the vendor's capability.
12. Vendors are encouraged to visit CATS website: <https://www.brcats.com/page/procurement> for current projects requiring bids. If required, bid bond or certified check in the amount requested must be attached to bid. CATS reserves the right to require a performance bond. If required, this performance bond must be received within a specified time period after notification of award. Any bid or amendment received after the bid opening date or time will not be accepted for any reason or cause whatsoever.
13. All late bids will be returned unopened to the vendor.
14. After a bid has been awarded, the successful bidder will be notified by mail and/or email from CATS Procurement Office.
15. A purchase order is a legal contract. Failure to perform is considered a breach of contract.
16. Deliveries are to be made as stipulated in the bid.
17. Upon delivery and acceptance of each order, the vendor shall bill CATS by an invoice to include the Purchase Order number(s) and applicable description. Invoices with missing information may unnecessarily delay the payment process.
18. Vendors providing services to CATS in the form of repairs, maintenance, installations or other types of services will be required to submit an Insurance Certificate in accordance with specifications provided for each job.
19. CATS is an Equal Opportunity Employer.



CATS Vendor Profile Data Form

Capital Area Transit System

2250 Florida Blvd – Baton Rouge, LA 70802

Complete and return via email to: catsprocurement@brcats.com - Questions? 225-346-5552

SECTION I

CATS BUSINESS PROFILE DATA FORM		
1	Company Name	
2	Mailing Address	
3	Contact Person Name & Title	
4	Telephone / Cell & Fax Number	
5	Email Address	
6	Business Structure	Check all applicable items
	a. Corporation	
	b. Partnership or LLC (identify)	
	c. Sole Proprietor	
	d. Other (identify)	
	e. Certified Disadvantaged Business Enterprise	If yes, please complete Section II below
7	Type of Business	Check all applicable items
	a. Maintenance or Construction	
	b. Technical or Professional Services	
	c. Mfgr / Wholesale / Retail Sales	
	d. Other Services (identify)	
	e. Brief Description of Goods or Services	
8	List Registration(s) and/or License(s) information below	
	Business Registration(s) or License(s)	List Registration(s), License # or N/A
	a. Federal Employee ID No (EIN) or Soc Sec No.	
	b. Louisiana State Sales Tax Number	
	c. Louisiana State Contractors Number	
	c. East Baton Rouge Occupational License	
	e. East Baton Rouge Sales Tax Number	
	f. Other: Business License(s) – identify	
	g. Other: Business License(s) – identify	
9	Date Business was established	
10	Number of Full Time / or part-time Employees	
11	Are you or any members of your firm or close relatives employed by CATS? (yes or no)	
	If yes, list Names, Relationship to you or your firm and Department at CATS where employed	
	Name(s)	Relationship
		CATS Dept Name
Add Miscellaneous Information or Comments:		



SECTION II

Complete this section if you are a Certified DBE Vendor

Certified Disadvantaged Business Enterprise

Average Annual Gross Receipts Over the Last (3) Three Years (Check only one box)		
Average Annual Gross Receipts		Check applicable box below
a.	Less than \$500K	
b.	\$500K - \$1 million	
c.	\$1 – 2 million	
d.	\$2 – 5 million	
e.	Greater than \$5 million	

If you have been certified as a Disadvantaged Business Enterprise or Small, Women and Minority (SWaM) Business, Please complete the following in the box below.

Name of Certifying Agency <i>(include contact info)</i>	
Certification #	
Expiration Date	

For DBE vendor questions please contact:

- Rhonda Williams, CATS Compliance Officer - 225-389-7705 – rwilliams@brcats.com