



**Capital Area Transit System  
CATS Procurement Office  
2250 Florida Blvd  
Baton Rouge, Louisiana 70802**

- Email: [catsprocurement@brcats.com](mailto:catsprocurement@brcats.com)
- Phone: (225) 346-5550 - FAX (225) 926-3601

**Re: CATS Vendor Profile Data Package**

**Dear Potential Vendor:**

CATS is a Political Subdivision of the State of Louisiana and a Regional Transit Authority operating the public transit system in the Baton Rouge, Louisiana metropolitan area. CATS operates fixed route services and complementary (ADA) para-transit services. CATS employs just under 200 people who perform a variety of functions to support the organization's objective of providing quality mass transit services in the Baton Rouge Metropolitan area.

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](http://www.fta.dot.gov/legislation_law/12349_8641.html).

We would like to invite your firm to participate in competitive bidding processes by completing a **Business Profile Data Form** enclosed in this document (page 4) and returning it to the CATS Procurement Department at: [catsprocurement@brcats.com](mailto:catsprocurement@brcats.com). Each Business Profile Data Form 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. (return page 4 only)

Hopefully, the information in this package will give you a clearer understanding of CATS procurement processes. We encourage all qualified vendors to participate in offering their goods and services to CATS. Thanks and we look forward to hearing from you soon.

**CATS Procurement Contacts** – [www.brcats.com/procurements](http://www.brcats.com/procurements) .

- Emily Efferson - Procurement Director – [eefferson@brcats.com](mailto:eefferson@brcats.com), ph: 225-346-5550
- Lisa Marie Sanchez - Procurement Analyst III – [lsanchez@brcats.com](mailto:lsanchez@brcats.com), ph: 225-346-5553
- Rhonda Kimbel - Procurement Analyst II – [rkimbel@brcats.com](mailto:rkimbel@brcats.com) ph: 225-346-5552



## **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 the CATS website <https://www.brcats.com/procurements> 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.



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**Complete and return page 4 to: [catsprocurement@brcats.com](mailto:catsprocurement@brcats.com) or call: 225-346-5550**

CATS BUSINESS PROFILE DATA FORM			
<b>1</b>		<b>Company Name</b>	
<b>2</b>		<b>Mailing Address</b>	
<b>3</b>		<b>Contact Person &amp; Title</b>	
<b>4</b>		<b>Telephone &amp; Fax Number</b>	
<b>5</b>		<b>Cell Phone No. &amp; Email Address</b>	
<b>6</b>		<b>Business Structure</b>	<b>Check all applicable items</b>
	a	Corporation	
	b	Partnership or LLC (identify)	
	c	Certified Minority or Woman Owned	
	d	Sole Proprietor	
	e	Other (identify)	
<b>7</b>		<b>Type of Business</b>	<b>Check all applicable items</b>
	a	Maintenance or Construction	
	b	Technical or Professional Services	
	c	Mfgr / Wholesale / Retail Sales	
	c	Other Services (identify)	
	e	Brief Description of Goods or Services	
<b>8</b>	<b>List Registration(s) and/or License(s) information below</b>		
<b>Yes</b>	<b>No</b>	<b>Business Registration(s) or License(s)</b>	<b>List Registration(s), License # or N/A</b>
	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	
<b>9</b>	<b>Date Business was established</b>		
<b>10</b>	<b>Number of Full Time / or part-time Employees</b>		
<b>11</b>	<b>Are you or any members of your firm or close relatives employed by CATS? (yes or no)</b>		
If yes, list Names, Relationship to you or your firm and Department at CATS where employed			
	Name(s)	Relationship	CATS Dept Name
<b>Add Miscellaneous Information or Comments:</b>			

Updated: 12/28/15