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SACRAMENTO
REGIONAL TRANSIT

How to Do Business with Sacramento Regional Transit District

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Board Chair

Sacramento Public Agency Consortium
(SacPAC)

www.sacramentopac.org



**Register as a Vendor and View SacRT's Current
Bids and Contracting Opportunities**

www.sacrt.com/procurement/

**How to Do Business with SacRT Webinar (FREE!)
Next Session: April 21, 2026**

Register at www.sacrt.com/business/

SacRT Contracting Opportunities

Is SacRT the right market for your business?

Supplies: bus and rail maintenance and repair parts and inventory materials, IT equipment and software, furniture, office equipment and supplies, printed materials, and janitorial supplies.

Services: janitorial, pest control, equipment and facility repair and preventive maintenance, and various professional services contracts.

A&E Services and Public Works: architecture & engineering (A&E) services for environmental and design, construction management, and public works construction for projects along the light rail system and at other district facilities such as building repairs, trackwork, bus stop improvements, and large-scale rail expansion projects.



Vendor Registration in PlanetBids

SacRT uses the PlanetBids eProcurement system

If your company is interested in doing business with SacRT and wishes to be notified of bidding opportunities, visit the SacRT Procurement Portal to register as a vendor.



Go to www.sacrt.com/procurement/ and click **Vendor Registration** to navigate to PlanetBids.

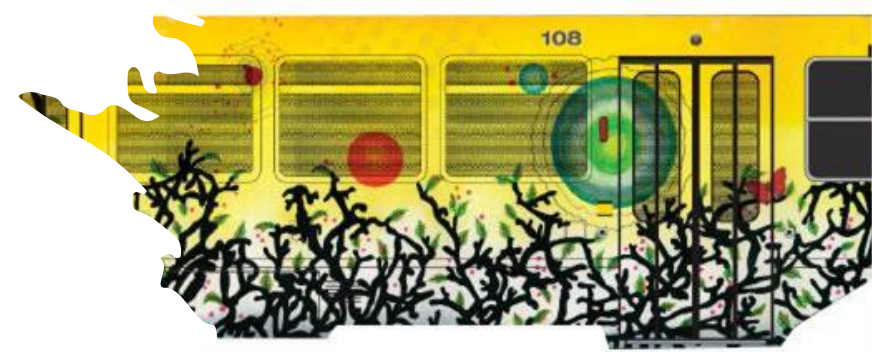
On the PlanetBids website, click **New Vendor Registration** to create an account.

NOTE: To download bid documents and submit bids, firms MUST be registered as a SacRT vendor!

Tips for Success!

Maintain your Vendor Record!

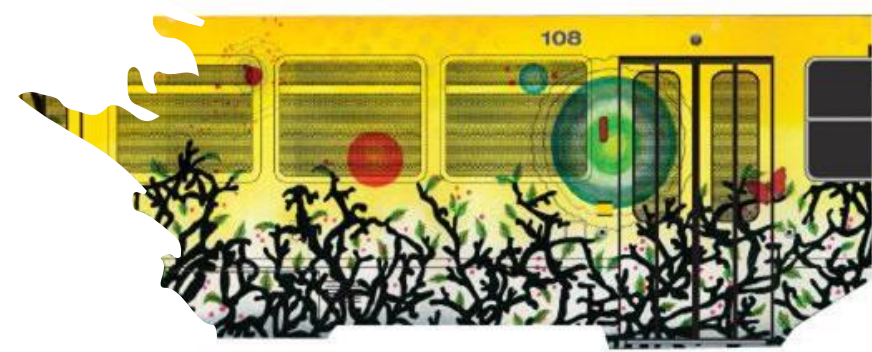
- SacRT does not maintain or update vendor profiles in PlanetBids. Vendors are responsible for maintaining and updating their vendor records. Keeping your record current ensures that you receive bid notifications, addenda, and other important procurement communications.
- It is particularly important to make sure that business contact information (including user information as staffing changes), certification status, and NAICS codes are current and up to date.
- Keep a list (Word or Excel) of all of your vendor registrations for various agencies.



Tips for Success!

Take time to fully understand the solicitation document!

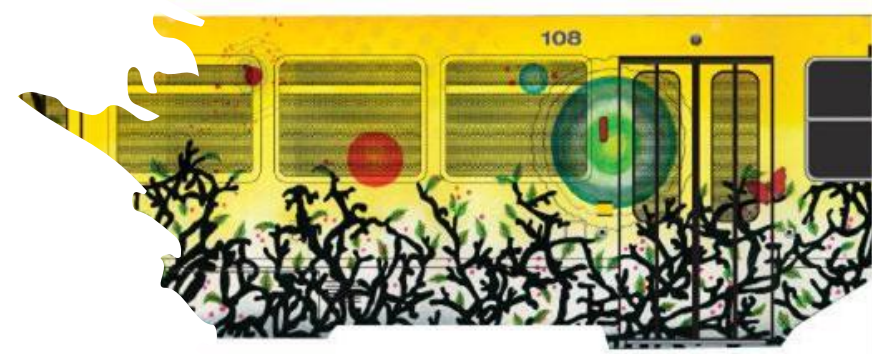
- Bidder responses must comply with all specifications, submittal requirements, and terms and conditions stated in the bid request. SacRT will reject bids or proposals that do not comply with all mandatory elements of the solicitation request.
- Thoroughly read the solicitation document to make sure that you understand all scope and bid/proposal submittal **requirements**. Don't be afraid to ask **questions** using the PlanetBids Q&A if something in the solicitation document is not clear to you.



Tips for Success!

Let Prime Contractors know who you are!

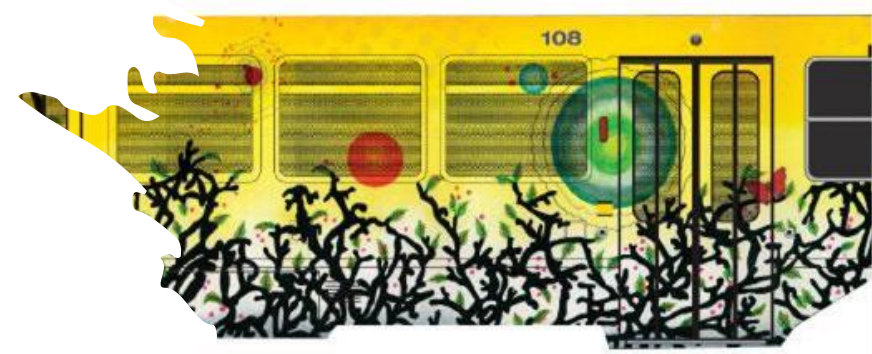
- Use eProcurement systems to view past and current solicitations to find Prime Contractors to network with.
- Join the Prospective Bidders list for applicable solicitations and designate your firm as an interested subcontractor or supplier. Contact the Primes on the list to notify them that you are interested in participating in the contract.
- Attend pre-bid meetings and site visits to network with Primes for specific projects.



Tips for Success!

Bid and Proposal Submissions

- **Make sure that you can meet the insurance and bonding requirements before you submit a bid or proposal!**
- **Give yourself ample time to submit your bid** - it can take time for bid attachments to upload to the eProcurement system, so don't wait until the last minute to enter your bid! SacRT does not accept late bids.
- **Review** all dollar value entries and bid form attachments before submitting your bid. Ask a coworker or employee to peer review your submission.
- Be sure to review and acknowledge all **addenda**.
- **Fully complete and sign** all forms, as required, to ensure that your bid is accepted. Partial bids are very rarely accepted, so follow ALL bid instructions.





Resources

DBE Certification

The **Caltrans Office of Civil Rights** is a certifying agency for the California Unified Certification Program (UCP):

<https://dot.ca.gov/programs/civil-rights>

Small Business Certification

Certification criteria and application information can be found on the **California Department of General Services (DGS)** Cal eProcure website: <https://caleprocure.ca.gov/>

SacRT Resource Page for DBEs and Small Businesses

SacRT has curated a list of resources to help small and disadvantaged businesses find support, when needed:

<https://www.sacrt.com/procurement/dbe/>

Sacramento Public Agency Consortium (SacPAC)

To view events hosted by local public agencies.

<https://www.sacramentopac.org/upcoming-events>