



Doing Business with the Golden Gate Bridge, Highway and Transportation District

The purpose of this guide is to assist and encourage businesses in participating in the procurement activities of the Golden Gate Bridge, Highway and Transportation District (District). The District's goal is to maximize open competition and to promote the participation of all business enterprises in District procurement activities.

PROCUREMENT ORGANIZATION

The Procurement Department is responsible for the procurement activities of the District and is comprised of procurement personnel from the District, Bridge, Bus, and Ferry Divisions. These three units carry the major responsibility for the procurement of equipment, supplies, materials, and services on behalf of the District:

- Procurement staff members located at the Golden Gate Bridge Toll Plaza handle all procurements for the District and Bridge Divisions and purchases commodities commonly used by the entire District.
- Procurement staff members located in San Rafael handle all bus procurements and related parts and procurements of commodities unique to the Bus Division.
- Procurement staff members located in Larkspur handle all ferry procurements and related parts and procurements of commodities unique to the Ferry Division.

The Engineering Department has principal responsibility for District design and construction contracts.

STANDARDS OF CONDUCT / PROCUREMENT ETHICS

The District has established standards of conduct for all District Directors, officers, employees and agents. Similarly, the District expects its vendors, consultants, contractors, agents, and their employees (collectively "suppliers") to embrace this commitment to integrity and fair procurement practices by complying with the standards as set forth on the District's main Doing Business Page at <http://goldengate.org/contracts>. Suppliers must adhere to these standards while conducting business with or on behalf of the District. Suppliers must promptly notify the District when any situation exists, or is perceived to exist, that is in violation with these standards.

VENDOR REGISTRATION

The District has partnered with Bonfire Interactive to create a new procurement portal that allows vendors to receive notifications of business opportunities and submit bids and proposals to the District digitally. All new solicitations will be posted using the new portal and will not be available for download at our current webpage.

In order to download and respond to posted solicitations, vendors will need to register by visiting <https://ggbhtd.bonfirehub.com/login>.

Registration is easy and free! Solicitations will be set up using North American Industry Classification System (NAICS) codes and vendors will need to select at least one or more NAICS codes for their business or organization. Vendors will then automatically be notified of new opportunities that match their selected NAICS codes.

Vendors can access the new portal by visiting <https://ggbhtd.bonfirehub.com>.

The screenshot shows the Procurement Portal interface. At the top, there is a navigation bar with the word "PORTAL" on the left and a "LOG IN / REGISTER" button on the right. The main content area features the "Procurement Portal" title and the organization's name, "Golden Gate Bridge, Highway and Transportation District". Below this, there are three tabs: "Log in", "Open Public Opportunities", and "Past Public Opportunities". A search bar is located on the right side of the main content area. Below the search bar, there is a table with columns for "Status", "Ref. #", "Project", "Close Date", "Days Left", and "Action". The table contains one row with the following data: "OPEN", "2010-D-030", "External Audit Services", "Feb 15th 2010, 4:00 PM PST", "22", and a "View Opportunity" button. At the bottom of the page, there are links for "Technical Support", "Portal Security", and "Terms of Service", and a "Powered by Bonfire" logo.

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	2010-D-030	External Audit Services	Feb 15th 2010, 4:00 PM PST	22	View Opportunity

Does the District buy what I sell? The following is a partial list of commodities and services procured by the District:

Commodities

Automotive supplies
Cameras: video, digital
Computers
Construction supplies
Electrical supplies, lamps
General maintenance supplies
Heavy equipment
Information technology hardware, software
Janitorial supplies
Office supplies
Paint
Petroleum: fuel, lubricants
Photocopiers
Printed forms, paper
Respirators and filters
Tools
Vehicles: buses, cars, trucks, vans
Ferry Vessels

Service Contracts

Advertising services
Building and repair of parking lots and ferry terminals
Carpet materials and installation
Collection services
Construction projects
Copier maintenance and repair

Elevator repair
Film and video
Graphic design
Janitorial
Window washing
Pest control and fumigation
Printing
Uniforms and uniform cleaning

Professional Services

Accounting and auditing
Architectural and engineering services
Banking
Engineering design
Engineering investigation or study
Engineering plan and specification Preparation
Environmental impact study
Information technology consulting
Insurance
Legal
Management consulting
Materials sampling and testing
Medical examinations
Project management
Public relations
Training

METHODS OF PROCUREMENT

There are six types of procurement methods used by the District:

1. Micro Purchases. This method may be used for any purchase of supplies or services that does not exceed \$2,500. At least one informal quote is obtained.
2. Informal (Small) Purchases. Informal bidding may be used for purchases estimated to cost 1) \$100,000 or less for materials, supplies, equipment and services; 2) \$50,000 or less for construction; 3) \$250,000 or less for federally-assisted ferry vessel repair, maintenance and alteration work; and 4) \$1,000,000 or less for non-federally-assisted ferry vessel repair, maintenance and alteration work. Generally, at least three written quotes or proposals are obtained and award is made to the offeror whose bid or proposal is determined to be in the District's best interests.
3. Formal Sealed Competitive Bidding. This method must be used for purchases estimated to cost 1) over \$100,000 for materials, supplies, equipment (except for certain types of rolling stock and technological equipment) and non-professional services; 2) over \$50,000 for construction; 3) over \$250,000 for federally-assisted ferry vessel repair, maintenance and alteration work; and 4) over \$1,000,000 for non-federally-assisted ferry vessel repair, maintenance and alteration work. Generally, formal bid documents are prepared and advertised, and an award is made to the lowest responsive and responsible bidder.
4. Competitive Negotiations. This method may be used for purchases of over \$100,000 for professional and non-professional services; certain types of rolling stock and any other purchases for which this method of procurement is deemed beneficial. A Request for Proposals is issued, and proposals are evaluated based upon qualitative factors in addition to price.
5. Non-Competitive Purchases. These are used for the purchase of approved sole source procurements, emergency procurements, and other procurements as may be approved by the General Manager or Board of Directors in light of special circumstances that justify this method of procurement.
6. Cooperative Procurement. Cooperative procurement programs, intergovernmental agreements, joint procurements and piggyback procurements with other public agencies may be used when consistent with applicable state statutory and federal grant requirements.

GENERAL INFORMATION

How do I learn about procurements?

For micro and informal purchases and service contracts under a certain dollar threshold (see Category Nos. 1 and 2 on above list), District Buyers contact appropriate firms directly to request quotes. These bid opportunities do not appear on the District website. In order to be considered for these less formal purchases, it is important that you introduce your products and services to District purchasing staff. All vendors are encouraged to take advantage of “meet and greet” opportunities which are offered from time to time. For more information, see the sections “Disadvantaged Business Enterprise Program” and “Business Outreach Committee” at the end of this document.

Effective January 2018, District procurements that fall under the above Category Nos. 3 and 4 will be posted on the new portal and will not be available for download at our current webpage. (Procurement opportunities issued prior to January 2018 will remain at our current website.) Registered vendors will automatically be notified of new opportunities that fall under the NAICS Codes that they have registered for. Notice of upcoming Invitation for Bids (IFB) and Request for Proposals (RFP) may be advertised in the Small Business Exchange, Daily Pacific Builder and general circulations such as the Marin Independent Journal, San Francisco Chronicle, and San Francisco Examiner.

How do I get a copy of a request for bid/proposal?

New solicitations will be posted using the portal. Vendors can access the portal by visiting <https://ggbhtd.bonfirehub.com>. In order to download and respond to posted solicitations, vendors will need to register.

How do I submit a bid/proposal?

Each formal solicitation package includes the due date, time, and any additional information for your submittal. Because of the structured nature of government contracting, the District has little flexibility if the bid/proposal you submit does not include all submittals required. It is critical that you submit a bid/proposal that is correct the first (and most likely only) time, or else the District will not be able to consider your bid/proposal. Things to consider are:

- **Be timely.** Submit your bid/proposal using the new online portal by the date and time specified. Late bids/proposals will not be accepted.
- **Read the bid general conditions and special provisions.** Each bid/proposal contains a number of bid conditions/provisions. Prices must be firm for the period specified. Some contracts include multiple years with options to renew.
- **Adhere to bid/proposal conditions.** Failure to do so may result in rejection of the bid/proposal.
- **Be responsive.** Bid on the items and in the quantities the bid/proposal requests and the services requested. If you add any qualifications or reservations to your bid/proposal, the bid/proposal may be considered nonresponsive and may be rejected.

- **Complete/Submit all bid/proposal forms.** This includes Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) forms. Failure to complete/submit the forms by due date may result in rejection of the bid/proposal.

May I be present when formal bids are opened?

Yes, for formal bids. The Notice Inviting Bids notes when bids will be opened. Formal bids are generally opened publicly at the Golden Gate Bridge Toll Plaza Administration Building at 2 p.m. District staff announces the names of firms and the submitted bids. Only summary pricing may be announced.

How does the evaluation process for formal competitive bids work?

Depending on the complexity of the bid, it can take from several days to several weeks to evaluate all the bids submitted. For most bids, the District has an approved equal process. A Bidder may submit to the District requests for approved equals, modifications, or clarifications regarding any requirements, terms, or conditions. Any such request must be received by the time specified in the contract documents. Any requests of approved equals must be fully supported with technical data, test results, or other pertinent information as evidence that the substitute offered is essentially equal or better than that specified in the Contract Documents. The District shall make the final determination on each Bidder's request under this procedure in writing. Approved equals submitted after the date specified for this process will be rejected as non-responsive. The District awards the contract to the lowest responsive, responsible bidder. For a bid with many items, the District, at its discretion, may award the entire contract to one bidder based on comparisons of the aggregate bids, or may make individual line item awards to the lowest responsible bidders. This option will be stated in the bid package.

How does the District contract for architectural/engineering and other professional services?

The competitive negotiation method bases the selection on qualitative criteria, in addition to price, and permits the District to negotiate the terms of the contract with the selected consultant. The District's RFP procedure consists of acquisition planning, solicitation of proposals, evaluation of proposals, negotiation with prospective consultants, award of contract, and contract administration. This process may be used to retain specially trained persons or firms to provide services in connection with financial, economic, accounting, engineering, administrative, or other matters involving specialized expertise or unique skills. Professional services for architect/engineering services are procured on the basis of qualifications and demonstrated competence of the offeror, not cost.

What about subcontracting opportunities?

Subcontractors are strongly encouraged to attend pre-bid/proposal conferences in order to introduce their services to prime bidders/proposers. Contracts that offer one or more subcontracting opportunities may have an established SBE goal giving there are ready, willing, and available DBEs and SBEs.

Disadvantaged and Small Business Enterprise Program

The District, as a recipient of funding from the U.S. Department of Transportation through the Federal Transportation Administration and Federal Highway Administration, actively seeks DBE and SBE participation in its procurement and contracting opportunities. The District establishes an overall DBE goal to encourage utilization of certified DBE firms. Services that the District provides include alerting DBEs and other small businesses of upcoming contract opportunities; answering questions about specific contract opportunities; offering DBE certification workshops; offering technical assistance workshops; adding DBE and SBE firms to small procurement bidders lists; and assisting firms with locating supportive services.

For questions about the District's DBE/SBE program and/or to have your firm added to the DBE office outreach list for notification about outreach events, contact Artemise Davenport, DBE Program Analyst, at adavenport@goldengate.org, or call (415) 257-4581.

Who can qualify as a DBE?

A DBE is defined as a small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. Such individuals could be Black American, Subcontinent Asian Americans, Asian Pacific Islander Americans, Hispanic Americans, Native Americans, and women of any race, and, on a case-by-case basis, any other individual found to be socially and economically disadvantaged. There are business size standards and personal net worth qualifications as well.

The District participates in the California Unified Certification Program (CUCP), which offers "one stop shopping" to firms interested in becoming DBE-certified. Firms only have to apply once to become certified by all the participating UCP agencies in California. For more information on becoming a certified DBE and to download an application, visit <https://cucp.dot.ca.gov/cucp/>.

Business Outreach Committee (BOC)

The District is a member of the BOC, a consortium of Bay Area transit and transportation agencies whose mission is to assist DBEs and other small and/or local companies with expansion of their businesses by developing relationships with transit agency staff and the contracting community of the San Francisco Bay Area. The BOC accomplishes their mission through a quarterly newsletter and an annual calendar of outreach events. These events vary, but in the past have included sessions for A&E firms, construction contractors and subcontractors, suppliers, equipment, and services vendors. The BOC also sponsors DBE certification, prevailing wage and insurance and bonding workshops. If you would like to be notified of upcoming BOC events, complete the form below and submit it via facsimile at 415-257-4555, or email to adavenport@goldengate.org. The information you submit will be disseminated to the DBE liaison officer at each of the BOC agencies. To receive a copy of the BOC brochure and/or newsletter, contact Artemise Davenport at 415-257-4581.

Procurement Department Contacts



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