



How to do Business with Public Agencies

**September 30, 2025
12:00 pm to 1:30 pm**

Purchasing Team

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About Santa Cruz METRO

The Santa Cruz Metropolitan Transit District ("Santa Cruz METRO" or "METRO") is the sole public transit operator in Santa Cruz County, and operates its transit services through four (4) transit centers located at:

- Riverfront Temporary Transit Center (while new Pacific Station Transit Center is under Construction), 602 Front Street, Santa Cruz, CA 95060
- Watsonville Transit Center, 475 Rodriguez Street, Watsonville, CA 95076
- Cavallero Transit Center, 246 Kings Village Drive, Scotts Valley, CA 95066
- Capitola Mall, 1855 41st Avenue, Capitola, CA 95010

It has a fleet of 123 fixed route buses and operates 21 routes. Santa Cruz METRO also provides paratransit services utilizing a fleet of shuttles and mini-vans. Santa Cruz METRO's service area is the entire county, an area of 445 square miles, with a population of 256,161.

Santa Cruz METRO was formed in 1968 and is a local public agency. The Santa Cruz METRO is governed by an eleven (11) member Board of Directors whose members are appointed by the County of Santa Cruz and the cities of Santa Cruz, Watsonville, Capitola, and Scotts Valley.

Our Mission Statement:

To provide easy-to-use, convenient transportation for residents while protecting the environment and building better communities.



One Ride at a Time Campaign



One Ride at a Time is a campaign that gives everyone in Santa Cruz County an opportunity to protect our extraordinary natural resources just by simply riding the bus. Every ride is a donation to the Monterey Bay National Marine Sanctuary Foundation and the Bay of Life Fund.

Our home, the Monterey Bay region, is the hottest hotspot for biodiversity in North America according to a study conducted by The Nature Conservancy. Its dynamic confluence of land and sea creates unique ecosystems and supports iconic wildlife from secretive mountain lions to majestic blue whales.

One Ride at a Time Campaign



One Ride at a Time Campaign



One Ride at a Time Campaign



DOING BUSINESS WITH SANTA CRUZ METRO

Santa Cruz METRO uses Bonfire, an e-procurement platform, that allows vendors to receive notifications of business opportunities and submit bids and proposals to Santa Cruz METRO digitally. Staff issue, review, and score procurements using this platform.

You can access the portal using this link:

<http://scmtd.bonfirehub.com>

Registration is easy and free. Select at least one or more NAICS codes for your business or organization. METRO's solicitations will be set up using those codes and will be matched to vendors with the same codes.

BONFIRE PORTAL

Procurement Portal

Santa Cruz METRO



[Log in](#)

[Open Public Opportunities](#)

[Past Public Opportunities](#)

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	23-06	Installation of Five (5) Additional Chargers to Existing EV (Electric Vehicle) Charging Infrastructure for Battery Electric Buses	Nov 17th 2023, 2:00 PM PST	18	View Opportunity

[Technical Support](#)

[Portal Security](#)

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Powered by
Bonfire





METRO also uses Mailchimp to notify vendors of upcoming contracting opportunities. Registration is free and easy.

<https://scmtd.us21.list-manage.com/subscribe?u=795a642df7ef3f7fdb27a8931&id=93a22af0e6>

Request for Proposals ("RFP")

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Request for Proposals (RFP)

For **Bidtitle**

Santa Cruz METRO RFP No. **Bidnumber**

Date Issued: **Issuedate**

Proposal Deadline: **Duedate** before 5 pm PT

Formal Questions accepted until **Due Date**

Download RFP documents and submit proposals at:
<https://scmt.d.bonfirehub.com>



Contents of this RFP

Part I.	Instructions to Proposers
Part II.	Forms
Part III.	Specifications
Part IV.	General Conditions
Part V.	Professional Services Contract
Part VI.	Federal Transit Administration (FTA) Requirements

PART I

INSTRUCTIONS TO PROPOSERS

1. **GENERAL:** These instructions form a part of the contract documents and shall have the same force as any other portion of the contract. Failure to comply may subject the proposal to immediate rejection.
2. **PROPOSER RESPONSIBILITY:** Santa Cruz Metropolitan Transit District ("Santa Cruz METRO") has made every attempt to provide all information needed by Proposers for a thorough understanding of project terms, conditions, and requirements. It is expressly understood that it is the responsibility of Proposers to examine and evaluate the work required under this RFP and the terms and conditions under which the work is performed. By submitting a proposal, Proposer represents that it has investigated and agrees to all terms and conditions of this RFP.
3. **SUBMISSION OF PROPOSALS TO SANTA CRUZ METRO:** Proposals must be submitted by upload to the Procurement Portal at <https://scmt.d.bonfirehub.com> prior to 5:00 p.m. on **Duedate**. **Hard copy submissions will NOT be accepted. Hard copies received will be returned (unopened) to Proposers without consideration.**

Any contract or purchase order entered into as a result of this RFP shall incorporate the RFP and the proposal submitted by successful Proposer. In the event of conflict between the proposal and any other contract document, the other contract document shall prevail unless specified otherwise by Santa Cruz METRO.
4. **LATE PROPOSALS:** Proposals received after the date and time indicated herein shall not be accepted and shall not be opened. Requests for extensions of the proposal closing date or time will not be granted.
5. **PARTIAL PROPOSALS:** No partial proposals shall be accepted.
6. **WITHDRAWAL OR MODIFICATION OF PROPOSALS:** Proposals may not be modified after the time and date proposals are opened. Proposals may be withdrawn by Proposer at any time **before** proposal opening via Santa Cruz METRO's Procurement Portal.

For instructions on how to modify or withdraw a submitted proposal, please refer to the Bonfire article "Can I revise my submission?" here: [\[Confirm link, it changes frequently. Latest update 1/12/2023\]](#)

<https://vendorsupport.gobonfire.com/hc/en-us/articles/6848514343447-Can-I-revise-my-submission->

7. **QUESTIONS OR CHANGES TO THE RFP RECOMMENDED BY PROPOSERS:** All questions and requests for clarification or modification of the RFP should be submitted via the Procurement Portal by clicking on the "Opportunity Q&A" tab of the solicitation, in the "Messages" section. Note the deadline for Formal Questions listed on the front of the RFP document and in the solicitation timeline. For changes recommended to the RFP, Proposers are required to provide the value of each proposed modification and a brief explanation as to why the change is requested. Value shall be defined as the cost or savings to Santa Cruz METRO and the advantage to Santa Cruz METRO of the proposed change.

Proposers will not be able to submit questions via the Procurement Portal after the deadline for formal questions has passed. General inquiries following the deadline can be emailed to Joan Jeffries,

Invitation for Bids ("IFB")

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Invitation for Bids (IFB) for **Bidtitle**

Santa Cruz METRO IFB No. **bidnumber**

Date Issued: **Issuedate**

Jobwalk: **walkthru** at 10:00 a.m.

Location: _____

Attendance is not mandatory but strongly encouraged

Download IFB documents and submit bids at:
<https://scmt.d.bonfirehub.com>

Bid Deadline: 2:00 p.m., **Duedate**



Contents of this IFB

Part I.	Instructions to Bidders
Part II.	Bid Form
Part III.	General Conditions of the Contract
Part IV.	Special Conditions of the Contract
Part V.	Sample Contract
Part VI.	Construction Specifications
Part VII.	[remove if not FTA funded] FTA Requirements for Construction Contracts

PART I

INSTRUCTIONS TO BIDDERS

1.01 THE PUBLIC WORK

- A. The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is requesting sealed bids for a fixed-price contract for **Bidtitle**. This public work shall include the furnishing of all supervision, labor, materials, freight, transportation, equipment, supplies, tools, services and other work as defined in the Invitation For Bid (IFB) No. **bidnumber** for this Project.
- B. **[Remove if not federally funded]** This public work is funded in part with federal assistance and as a result, the bidder must adhere to all federal requirements which are a part of this Contract. This includes the requirement of submitting with the bid certain certifications required by federal laws and regulations. By submitting a bid, the bidder warrants that it has read and understood the entire IFB, including Part VII (Federal Transit Administration (FTA) Requirements for Construction Contracts) of the IFB, and agrees to fulfill all the terms and conditions of the contract, including Part VII, if selected as the Contractor.

1.02 COORDINATION, INTERPRETATION, AND EXAMINATION OF CONTRACT DOCUMENTS

This Invitation for Bids (IFB) includes the following parts: (I) Instructions to Bidders, (II) Bid Form, (III) General Conditions of the Contract, (IV) Special Conditions of the Contract, (V) Sample Contract, (VI) Construction Specifications, **[remove if not federally funded and add "and" before (VI)]** and (VII) FTA Requirements. The Contract will include all the IFB parts identified above, any attachments, any addenda that Santa Cruz METRO issues during the IFB process, and the Contractor's submitted bid, as accepted by Santa Cruz METRO. No oral contract or conversation with any Director, agent or employee of Santa Cruz METRO, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations contained therein.

- A. The Bidder (also referred to as "Contractor") shall thoroughly examine and become familiar with all of the various parts of the bid documents and determine the nature and location of the Work, the general and local conditions, and all other matters which can in any way affect the Work under this Contract. Failure to make an examination necessary for this determination shall not release the Bidder from the obligations of this Contract. Bid submission is Contractor's acknowledgment that it has examined the job site and bid documents and is satisfied with:

1. General and local conditions to be encountered
2. Character, quality, and scope of work to be performed
3. Quantities of materials to be furnished
4. Character, quality, and quantity of surface and subsurface materials or obstacles
5. Requirements of the Contract

1.03 PRE-BID CONFERENCE AND JOB WALK

A pre-bid conference will be held on **walkthru** at 9:30 a.m. at the following location:

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, California 95060

Santa Cruz METRO

Procurement Opportunities

- **Supplies:** IT equipment, furniture, office equipment and supplies, bus parts and related supplies, janitorial supplies and PPE
- **Services:** Janitorial, pest control, equipment and facility repair and preventative maintenance, and various professional and architecture & engineering services
- **Public Works:** public works construction projects within Santa Cruz County



Upcoming Projects FY26-FY27

Description	Type
Natural Gas Hot Water Pressure Washer System	Equipment / Materials
Real-Time Passenger Information Display Pilot	Professional Services
Security Guard Services	Professional Services
Affordable Housing at the Watsonville Transit Center	Construction
Pacific Station / METRO Center Redevelopment	Construction



Questions & Thank You!

