

**Growing your business with TARTA**



## Doing Business with TARTA

TARTA works with many vendors to acquire the goods and services that it needs to operate on a daily basis, from the supply of oil and parts to landscaping and construction to janitorial services and printing and more.

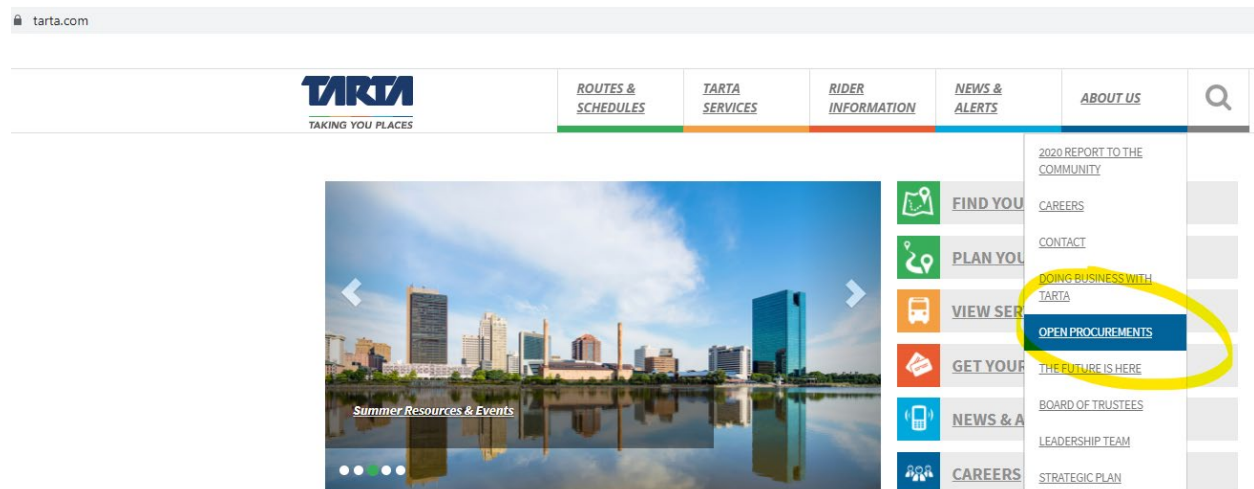
## Specific Upcoming Opportunities

We have some upcoming opportunities that are still in the planning phase, these include:

- Bathroom Renovations at our main facility and Transit Hub
- Overhead light replacement in our bus storage area and parking lot
- Decal and Signage printing for various events
- Technology improvement projects
- Exterior and interior painting
- Carpet installation
- HVAC repair/maintenance
- Window Replacement
- Parking lot repair
- Parking lot striping
- Snow removal

## How to find out about projects and opportunities

To see what opportunities are currently available, go to TARTA.com and check the open procurements link under the “about us” section. This will show what projects we have currently out for bid, along with any updates or addendum related to that project.



For smaller projects we contact vendors directly and ask for a quote. TARTA maintains a list of local DBE's that we will email when an opportunity comes up that fits their business type. Becoming registered with TARTA as a DBE vendor is another good way stay informed on upcoming opportunities.

## Other ways to get involved

Even if a project is too large or not the best fit, you can attend pre-bid meetings or site tours to find and talk to other contractors that you could partner with. For large projects it is not uncommon to have one primary contractor (referred to as the prime contractor) win a bid and have several specialized subcontractors working under them.

## Getting Registered as a DBE

The Ohio Department of Transportation operates the Ohio Unified Certification Program (UCP). This is an excellent place to register as a DBE. Many types of agencies use this database to search for DBE vendors to do business with.

See their website, [www.ohioucp.org](http://www.ohioucp.org)

## Getting Registered as a Vendor with TARTA

To be registered as a vendor with TARTA you will need to fill out a vendor application, and send it along with a copy of your W9 into our finance department. It can be sent in by email, mail or fax.

Please send it to:

Email: Kellie Comstock, [kcomstock@TARTA.com](mailto:kcomstock@TARTA.com)

Mail: TARTA, 1127 West Central Ave, Toledo, Ohio 43610, Attention: Kellie Comstock

Fax: 419-243-8588, Attention: Kellie Comstock

## A note about NAICS Codes

You will see NAICS codes mentioned in the ODOT UCP system and on our vendor application.

These are the North American Industry Classification System Codes. These classify all different kinds of businesses, and are used by agencies like TARTA to search for vendors that match the needs of a particular project.

Try looking at the types of codes that apply to your business at [www.naics.com/search/](http://www.naics.com/search/)

Searching for a term like "Fence" or "Concrete" will bring up a list of potential NAICS codes related to that term. You can look through these to see which ones best fit the work your business does.



## Toledo Area Regional Transit Authority

### Vendor Application

Please provide the information below AND a completed W-9 (Request for Taxpayer Identification Number Certification) form.

General Information			
1.	Legal name of business:	2.	Other business names:
3.	Website address:	4.	Federal Tax ID:
5.	Company phone #:	6.	Company fax #:
7.	General email contact:	8.	County:
9.	Street address:	City:	State: Zip:
11.	Mailing address:	City:	State: Zip:

Billing Information				
1.	Billing contact person:	2.	Billing email address:	
3.	Billing phone #:	4.	Billing fax #:	
5.	Billing address:	City:	State:	Zip:

NAICS and other Information	
1.	Description of Services Provided
2.	Relevant NAICS Codes
3.	DUNS Number (Dun & Bradstreet)
4.	SAM (System of Award Management) Registration Number

Disadvantaged Business Enterprise Certification	
1.	<p>In accordance with 49 CRF Part 26, the Toledo Area Regional Transit Authority transitioned to the Unified Certification Program (UCP), which means that all DBE Certifications are synchronized with the Ohio Department of Transportation (ODOT) for each state per the federal mandate. ODOT administers all of TARTAS's DBE certifications, re-certifications and on-site visits. All certified DBE's are maintained in a centralized database on the ODOT website and can be publicly accessed with limited information. Contact ODOT with any questions or comments about the Ohio UCP. Call 614-466-2878 or email <a href="mailto:DOT.SDBE@dot.ohio.gov">DOT.SDBE@dot.ohio.gov</a></p> <p>Mailing Address:            Ohio Unified Certification Program            c/o Office of Small and Disadvantaged Business Enterprise            Ohio Department of Transportation            1980 West Broad Street            Columbus, Ohio 43223</p>

2.

Local Business, DBE Questionnaire

TARTA defines DBE companies as for profit businesses that (i) Are at least 51% owned by one or more individuals who are both socially and economically disadvantaged, (ii) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it, (iii) Meet the Small Business Administration's (SBA) size standard for each applicable NAICS code and do not exceed \$23.98 million in gross annual receipts, and (iiii) Whose owners are U.S citizens or lawfully admitted permanent residents of the U.S.a

TARTA defines a local company as either maintaining their principal place of business within the TARTA service area or having at least 51% of their employees reside within the TARTA service area.

By this definition is your business a DBE? Yes\_\_\_\_\_. No\_\_\_\_\_.

By this definition is your business Local? Yes\_\_\_\_\_. No\_\_\_\_\_.

I hereby certify that the above DBE information provided is true and accurate.

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_.

Authorizing Signature\_\_\_\_\_ Date\_\_\_\_\_.