



Dear Business Partner,

We are happy to have you as a vendor with the Toledo Area Regional Transit Authority. The goal of this letter is to orient you with our policies and procedures.

Quotation and Approval process:

The quotation and approval processes vary depending on the type of item or services being purchased. We will have specific details for each project/item and will in most cases require quotes from multiple sources.

When we have obtained the appropriate number of quotes, we will route the purchase order internally through our review process. Upon approval TARTA Purchasing personnel or their designee will contact you with our purchase order number and the approved amount or send an electronic copy of the approved purchase order or requisition.

In the event, the cost of an item or the scope of the services changes after the initial purchase order is approved, a change order or a new quote specifying the change is required. Should this occur, please contact the Purchasing Agent you are working with to initiate a new purchase order amount.

Work orders and packing slips:

For each shipment received or service performed we must have the accompanying paperwork (Work order, packing slip, or other such document) bearing the corresponding PO number.

Invoice and Payment process:

Once the work is performed or the items received, please send an invoice bearing the corresponding PO number. We will process the invoice and mail you a check. Please note, to provide prompt payment to you we must have the correct PO number on each invoice. No work should be done prior to receipt of a Purchase order. Any discrepancy between the original purchase order and the invoice will need to be investigated before payment can be made.

A monthly statement is strongly encouraged if we have an ongoing monthly balance. This greatly helps us keep track of any invoices that might have been missed or were lost in processing.

All invoices, statements and any payment status inquiries are to be directed to AP@tarta.com.

1127 West Central Avenue, P.O. Box 792
Toledo, Ohio 43697-0792
P: 419.243.7433 | F: 419.243.8588

TARTA.COM

MAILED INVOICES MUST BE SENT TO:

Toledo Area Regional Transit Authority
ACCOUNTS PAYABLE
PO Box 792
Toledo, Ohio 43697-0792

Please note that TARTA reserves the right to use and apply any credits at their discretion. Credits are not to be applied to any outstanding balance without prior consent of the TARTA Accounts Payable Department.

Our payment terms are 30-45 days from the receipt of the invoice.

When receiving a check for payment for invoices, please apply all payments as indicated on the check. Should you have questions or need assistance regarding payment application please contact **AP@tarta.com**.

The following information refers to our non-collusion, conflict of interest and gifting policies:

Communicating directly or indirectly with any staff other than the Purchasing Department during any quote process may result in immediate elimination from the selection process.

Neither the Vendor nor any person, firm, or corporation employed by the Vendor shall give, directly or indirectly, to any employee or agent of TARTA, any gift, money, or anything of value, or any promise, obligation, or contract for future reward or compensation, during the proposal process or during the performance of any contract period resulting from this proposal. An employee shall never solicit or accept anything of value from a bidder, supplier, vendor, or anyone doing business or seeking to do business with TARTA.

SAM Registration:

We prefer any vendor doing business with TARTA to have a SAM (System for Award Management) registration.

All vendors doing \$25,000 annually or more with TARTA **MUST** have a SAM registration. You can register by going to sam.gov or calling 1-866-606-8220.

Sincerely,
Finance Department
Toledo Area Regional Transit Authority



CONTACT SHEET

PROCUREMENT TEAM:

Andrea Sharp
ASharp@tarta.com

Zachary Morrison
ZMorrison@tarta.com

ACCOUNTS PAYABLE:

AP@tarta.com





Vendor Application

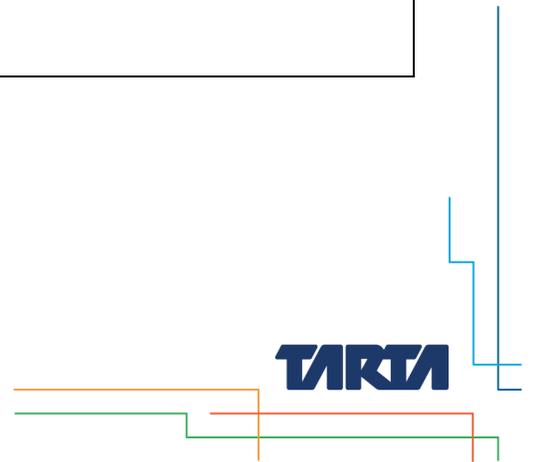
Please complete **ALL** fields below AND provide a completed W-9 (Request for Taxpayer Identification Number Certification) form.

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:
10. Mailing address,	City: State: Zip:
<input type="checkbox"/> Same as above	

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Billing Information			
1.	Billing contact person	2.	Billing email address
3.	Billing phone #:	4.	Billing fax #:
5.	Billing address,	City:	State: Zip:
<input type="checkbox"/> Same as above			

NAICS and other Information	
1.	Description of services provided
2.	Relevant NAICS codes
3.	DUNS Number (Dun & Bradstreet)
4.	Registered with SAM (System of Award Management SAM.GOV) <input type="checkbox"/> Yes <input type="checkbox"/> No



Disadvantaged Business Enterprise Certification

1. 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 TARTA’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 DOT.SDBE@dot.ohio.gov**

Mailing Address:
Ohio Unified Certification Program
c/o Office of Small and Disadvantaged Business Enterprise
Ohio Department of Transportation
1980 West Broad Street, MS 3270
Columbus, Ohio 43223

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 and do not exceed \$20.41 million in gross annual receipts, and (iv) Whose owners are U.S citizens or lawfully admitted permanent residents of the U.S..

By this definition is your business a DBE? Yes_____ No_____

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

Name (please print) _____ Title _____

Authorizing Signature_____ Date_____

I acknowledge receipt and have read the attached policy letter.

Signature: _____ Date : _____

