

Welcome To STA

Spokane Transit Authority (STA) was established in 1981 as an independent public municipal corporation to provide the greater Spokane area with public mass transportation. We are classified as a political subdivision of the State of Washington and are Federally funded for capital and operating assistance by the U.S. Department of Transportation, Federal Transit Administration. STA provides fixed route bus service for the general public and paratransit demand-response van service for our elderly and handicapped passengers.

Conducting Business With STA

STA strives for fair and open competition in all of our purchases of goods and services. Being a public organization, all procurement information, including bid pricing, becomes a public record following the specific contract award. STA maintains the Fleck Service Center for light vehicle maintenance at 127 S. Bowdish, a passenger transfer center at 10501 E. 4th, and the Plaza Bus Shop for customer assistance at 701 W. Riverside, but our purchasing authority is centralized and accomplished only from our office at 1229 W. Boone Avenue. All communications from prospective and current suppliers regarding price, terms, or commitment to purchase must be made through the Purchasing Department. Scheduled appointments on weekdays between the hours of 8:00 a.m. and 4:00 p.m. are recommended to avoid delay and ensure availability. Suppliers with new products are requested to provide the following information, as applicable, to the buyer on the initial visit: description, part numbers, application, benefits, prices and discounts, lead-time, warranty, repair service, MSD Sheets, and hazardous waste disposal procedures.

Visiting Our Main Facility

It is STA's policy that all suppliers use the main customer entrance at our 1229 W. Boone Avenue (Southside) maintenance facility for all visits. For regular suppliers frequently visiting STA, an approved supplier list is maintained at the front desk allowing these suppliers to walk unattended directly to the Purchasing Department. Purchasing Department personnel must accompany suppliers not on this list. Our shop is one in which many potential hazards exist, so it is imperative that suppliers exercise safety and caution when visiting it. Please note special safety requirements, including safety glasses and walking in approved, marked areas only.

Methods Of Purchasing

Depending upon the dollar amount of the purchase, STA either solicits informal telephone/fax quotations or mails formal bid/proposal requests. With informal quotations, we will use a purchase order to buy from the lowest total cost supplier meeting our specification, but we do reserve the right to purchase in the best overall interest of STA. When purchase orders are faxed to our various suppliers, we appreciate a brief return phone call to the appropriate buyer acknowledging clear receipt and understanding of the order. Our Purchasing Department maintains current bidder's lists, categorized by commodity types, for suppliers desiring to conduct business with STA. With a phone call or a visit to our office you will be placed on the appropriate list and automatically notified when a need for your product or service exists. Your firm will remain on our listing as long as you continue to return bid requests containing price quotes or which are

marked “No Bid, But Please Keep Us On Your Bid List”. The listing is purged by removing firms that have not responded to bid requests.

Formal bid/proposal requests require a written specification or scope of work, advertising in an appropriate news publication, submission of a sealed bid or proposal, a public bid opening or private proposal evaluation, and the execution of a STA contract. Proposal evaluation criteria, along with their respective weighted importance, are stated in the Request For Proposals document. STA reserves the right to reject any or all bids or proposals, to waive informalities in the submitting process, and to negotiate further with suppliers deemed by STA to be within the competitive range.

Ethics Policy

We believe that good supplier relationships are based on high quality products, excellent service, and competitive and fair prices. Therefore, it is STA’s policy that our employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from suppliers. Only unsolicited items of nominal intrinsic value, such as advertising items or an occasional business meal, may be accepted from suppliers or potential suppliers. Strict adherence to this policy by our suppliers will help our employees avoid the intent or appearance of unethical or compromising practices.

Special Programs

STA is subject to various regulatory requirements in its larger, Federally funded procurements. Among these are:

- Disadvantaged Business Enterprise (DBE) Participation - STA offers to qualified DBE’s the maximum opportunity to participate in the performance of its contracts, and sometimes includes this qualification in its evaluation criteria in larger procurements.
- Buy America - It is STA’s policy to purchase American-made products and vehicles in most of its smaller purchases and in all of its procurements exceeding \$100,000.
- Americans with Disabilities Act and Equal Employment Opportunity (AAEEO) - STA and its suppliers must agree to comply with the applicable provisions of these laws in regard to contract performance.

Other Information

- Suppliers may conveniently park their vehicles in our visitor’s parking lot on the east side of our 1230 W. Boone Avenue Administration building and walk across the street at the crosswalk for buyer visits.
- All deliveries should be made to our shipping and receiving area at 1229 W. Boone Avenue (Southside Gardner Avenue entrance) weekdays between 8:00 a.m. and 4:30 p.m. Packing lists detailing all items and quantities shipped, along with the purchase order number, should accompany all shipments. All purchases are normally made F.O.B. destination. Unless

otherwise stated on the purchase order, title to goods transfers to STA only upon satisfactory delivery to our Boone Avenue facility.

- STA strives to pay correct invoices from completed purchase orders within ten (10) calendar days of invoice receipt. Our billing address is 1230 W. Boone Avenue, Spokane WA, 99201. STA pays Washington State sales tax on all purchases of goods. Our Federal Tax I.D. number is 91-1151502. For creditworthiness verification, our Dun & Bradstreet number is 06-0044575.

Thank you for taking the time to become familiar with our purchasing policies and procedures. With your help, we can make the best use of our taxpayer's dollars and continue *to provide the highest quality public transportation.*

Spokane Transit Authority Purchasing Directory

The Purchasing Department is the only function within the STA organization that has the authority to commit funds for goods and services costing over \$200. Listed below are the names and telephone numbers of our Purchasing Department personnel, along with their supply management responsibilities.

Jacque Tjards, Purchasing Manager, Ext. 132

Procures buses, cars, trucks, vans, office furniture and machinery, computer hardware and software, telecommunications equipment, uniforms, consultants, and all service contracts.

Steve Williams, Parts Buyer, Ext. 236

Procures bus vehicle parts, including parts for air conditioning and heating systems, diesel engines, transmissions, brake and air systems, fareboxes, batteries, belts, bearings, lamps, filters, glass, electrical components, and remanufactured items for buses. Also procures van and support vehicle parts.

Wendy Caro, Purchasing Clerk, Ext. 237

Procures gasoline and diesel fuel, lubricants, Freon, antifreeze, custodial supplies, paint, safety equipment and supplies, cleaners and solvents, lamps and ballasts, metal products, office and computer supplies, paper, printing, advertising items, data products, decals, stamps, signage, and special orders.

Roland Bunn, Accounts Payable Specialist, Ext. 418

Matches invoices with purchase orders and packing lists for all parts and supplies. Vouches and approves completed purchase order invoices for payment within vendor terms. Monitors supplier's statements to ensure that all payables are kept current.

Craig Clark, Shipping/Receiving/Warehouse, Ext. 409

Receives all equipment, parts, and supplies. Stocks shelves, maintains warehouse, prints and applies bar code labels, picks up parts, and delivers goods to user departments within our facility.

Ships return goods and all other items via a variety of freight carriers.