



HOW TO DO BUSINESS WITH LCTA

Presenter: Mr. Frank Knorek, LCTA Compliance Analyst & DBELO

LCTA operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

OVERVIEW

The Luzerne County Transportation Authority (LCTA) offers a wide range of business opportunities for contractors, vendors, and suppliers in construction, professional services, maintenance/repair/operations equipment, and more.

LCTA provides small business enterprises (SBEs), and veteran, socially and economically disadvantaged, minority and women-owned businesses with equal access to procurement and contracting opportunities.

The Disadvantaged Business Enterprise (DBE) Program applies Federal guidelines for providing eligible firms with contracting opportunities utilizing federal funds, and the Disadvantaged Business (DB) Program applies Commonwealth of Pennsylvania (Penn DOT) guidelines for procurement opportunities utilizing state funding.

Follow these easy steps to start working with LCTA.

What does LCTA buy?

LCTA purchases products and services in the following areas for use in both capital projects and daily operations:

Professional Services

- Design Services and General Consulting
- Architectural & Engineering Services
- Legal Services
- Advertising or Public Relations
- Accounting or Auditing
- Financial Consulting & Actuarial Services
- Security Consulting
- Computer and IT Services
- Insurance Underwriting Services
- Training

Commodities

- Cleaning Products
- Office Supplies
- Vehicle Parts and Components
- Fuels & Lubricants
- Painting Supplies
- Computer & IT Equipment

Construction Projects

- Paving and Concrete
- General Construction
- Excavating
- HVAC Systems

Other Services

- Component Rebuilding
- Printing
- Landscaping
- Cleaning & Custodial
- Vehicle Support
- Vehicle Maintenance
- Safety Equipment
- Towing

Lease

- Real Estate

Sub-Contract

- Fixed Route Transportation
- Paratransit Transportation

Business Development Process and Activities

ESTABLISHING BUSINESS WITH LCTA

LCTA maintains a list of businesses and vendors interested in doing business with us. The procurement manager may contact these companies directly to request bids.

Increase your business opportunities by completing an application and vendor profile to become registered on our bidders list. Applications are available online at www.LCTAbus.com.

DBE/DB/SBE Program

Obtaining Disadvantaged Business Enterprise and/or Small Business Enterprise (DBE/SBE) certification is the key for disadvantaged and small business enterprises to gain an edge when competing for contracts within LCTA's DBE program.

CHECK FOR CURRENT CONTRACT SOLICITATIONS

Review the list of products and services LCTA is looking to purchase in our current solicitations.

Depending on the type of project, LCTA will create and publish the following solicitations:

- Invitation for Bid (IFB)
- Request for Proposal (RFP),
- Invitation for Quotation (ITQ) or Request for Qualification (RFQ)

LCTA advertises its contracting opportunities online at www.LCTAbus.com , and in both local newspapers.

MRO Products & Services

Maintenance, repair and operations (MRO) bidding opportunities for your business.

Routine maintenance, repair or operation (MRO) product and service bids/proposals are not generally included in the current solicitations list.

Vendors have the opportunity to meet with the LCTA procurement manager to discuss if the types of products and services your company can offer align with the types of products or services LCTA is currently looking to purchase. Vendors may meet with the LCTA procurement manager by appointment only at 315 Northampton Street, Kingston, PA 18704. Please bring in line cards or product descriptions. If your business is not on the bidder list and have a vendor profile, please complete a Vendor Profile Application.

PICK UP A BID/PROPOSAL PACKAGE

Pick up a bid/proposal package to learn more about the project including a description of the work required, all applicable requirements, scheduled site visits, and more.

This is also the time to request a Plan Holders List.

ATTEND PRE-BID MEETINGS FOR PROJECTS

Attend pre-bid meetings to learn more about the contract specifications and network with primes and subcontractors interested in the same contract.

LCTA encourages prime contractors to partner with certified small and disadvantage business enterprises.

The pre-bid meetings are advertised to the public in advance on LCTA's website and in local newspapers, and provide a great opportunity to meet and exchange information.

Please note that some projects do not have pre-bid meetings.

ATTEND A CONTRACTING OUTREACH WORKSHOP

The reason why you are here today!

SUBMIT A BID/PROPOSAL

- Submit a competitive bid/proposal with all the requested documents, forms, and signatures.
- Be mindful of due dates and terms and conditions.
- Follow directions.
- Ask for clarification from LCTA staff.

Responding to a RFP

Firms that want to propose on a LCTA RFP are required to submit a **Statement of Interest** or SOI. This is a standard proposal format that provides an overview of the firm's qualifications. Prime firms generally have a template that conforms to the sections required by LCTA.

As a firm, you should be familiar with the SOI format and prepared to provide the information required in each section. In most cases this will include:

- Company overview
- Key personnel information including a resume, length of time with the company, project experience, and a photo
- Staff qualifications matrix
- Capacity chart
- Relevant project experience and photos
- Letter of Intent
- DBE certificate/letter

*****Always read bid package directions and ask for assistance if unsure.*****

LCTA Procurement Programs Contact Information

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