



TRANSIT PROCUREMENT MEMO

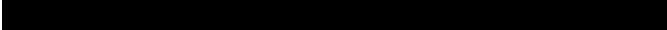
FROM: Jason Parrish, Administrative Services Officer
TO: Prospective Santa Rosa CityBus Vendor
DATE: July 2, 2013
SUBJECT: CityBus Purchasing Requirements

As a Public Transit provider, Santa Rosa CityBus utilizes federal funding and requires it's vendors to comply with certain Federal Transit Administration (FTA) regulations. As you are being asked to provide a quotation for services or goods, please be aware that prior to entering into any contract or issuing a purchase order, the City will require your business agree to comply with these federal requirements. Various requirements are only made based on the nature of the goods/services you are providing and the total dollar value CityBus would expect to pay you within a year's time.

Based on the nature of services/goods that CityBus is requesting you to provide a quotation for, you will be expected to comply with the following list of federal regulations. If you are unfamiliar with these, please contact me for more information, as they may require little effort on your part to comply with, or could simply require your signature on a one-page certification.

REQUIREMENTS:

1. **Energy Conservation** – Business must comply with California energy conservation requirements.
2. **Lobbying** – Business signs a certification saying monies derived from this procurement will not be used to lobby Congress for any Federal contract or other award.
3. **Access to Records and Reports** – Business should be aware that CityBus may be required to disclose all records related to this procurement to the FTA.
4. **No Government Obligation to Third Parties** – Business should be aware that the Federal Government has no contractual liability related to this procurement.

- 
5. **Program Fraud & False or Fraudulent Statements and Related Acts** – Business should be aware that any false, fictitious, or fraudulent actions related to this procurement may be subject to penalties under Federal law.
 6. **Termination** – This procurement will be subject to the City of Santa Rosa’s standard termination language.
 7. **Government-wide Debarment & Suspension** – CityBus is required to reference the Federal Debarment database prior to executing this procurement, to ensure your Business is not banned from participating in Federal procurements.
 8. **Privacy Act** – CityBus must comply with the Federal Privacy Act of 1974 in relation to records related to procurements involving Federal funding.
 9. **Civil Rights** – CityBus must ensure nondiscrimination in its procurements based upon race, color, creed, national origin, sex, age, or disability.
 10. **Disadvantaged Business Enterprise (DBE)** – If your firm is a Federally-certified DBE, CityBus will be required to conduct on-site inspections of work and other activities.
 11. **Incorporation of FTA Terms** – CityBus must include these terms in it’s procurements and contracts, which shall control in the event of a conflict.

If you have concerns or questions regarding the terms laid out in this memorandum, prior to providing a quotation/bid, please contact me at (707)534-3341.