

Omnitrans' Centralized Procurement ensures that its contracting actions adhere to published Omnitrans policies, sound contracting methods, the highest standards of integrity and ethical conduct. Its mission is to provide Omnitrans with quality goods and services at fair, competitive prices in a timely manner.



Omnitrans Procurement

Solicitation Methods: Procurement staff solicit Request for Qualifications (RFQu), Invitation for Bids (IFB) and Request for Proposals (RFP) to obtain materials, supplies, equipment, professional and non-professional services, construction (public works projects) services and designated revenue opportunities in accordance with applicable laws, regulations and the Omnitrans' published Procurement Policies and Procedures.

Procurement Card (P-Card): Omnitrans utilizes the credit card program provided under the State of California CAL-Card contract, whose current P-card contractor is US Bank.

The P-Card has been set up with low single transaction limits and is ideally used for small dollar, non-repetitive purchases.

Vendor Registration

All vendors or plan room services interested in contracting opportunities at Omnitrans are encouraged to register and maintain vendor profiles on Omnitrans' Online Bidding System by visiting Omnitrans' homepage at www.omnitrans.org. Select *Business/Employment* from the top of Omnitrans' homepage, click *Become a Vendor* from drop down list, scroll down and click on *Register as a bidder online*. From Omnitrans Vendor Portal select *New Vendor Registration*. Vendors select the commodity codes specific to the nature of the firm's business. There is no cost to register.

Registered vendors receive timely notification of future business opportunities with Omnitrans, specifications, addenda and other notifications related to solicitations identified by the vendors' category/commodity codes. Once successful registration is completed, an e-mail confirmation will be forwarded to the registered main contract.

To complete the Registration please have the following items ready:

1. Create a user name and password, please save this important information for future reference.
2. Business contact and main contract information, classification and licenses, and EIN/Tax ID number.



Doing Business with **Omnitrans**

Omnitrans' primary facilities are located within the city limits of Montclair and San Bernardino.
Conducting Business within the city limits of Montclair and/or San Bernardino

West Valley Facility

4748 Arrow Hwy
Montclair, CA 91763

All businesses, including professions, in-home business, stores, services, and every other occupation, are required to obtain a business license to conduct business in Montclair.

<https://cityofmontclair.org/city-government/finance/establishing-conducting-business-in-montclair/business-license-information>

East Valley Facility

1700 West Fifth St.
San Bernardino, CA 92411

Any person, including but not limited to, an individual, corporation or sole proprietor who wishes to conduct either directly or indirectly, any business within the City of San Bernardino must secure a registration.

http://sbcity.org/cityhall/finance/business_registration/default.asp

Outreach

It is the policy of Omnitrans that all businesses are provided an equal opportunity to participate in the performance of Omnitrans contracting opportunities. Omnitrans is committed to maximizing opportunities for small, local, disadvantaged, minority, women, and veteran business enterprises to compete successfully. This is accomplished by placing a high priority on outreach, providing workshops and training, attending trade fairs and meeting with various local business associations.



Insurance

Vendors contracted to provide goods or services will need to submit insurance certificates and endorsements naming Omnitrans as an additional insured in conformance with the requirements of the related solicitation. Insurance Certificates shall be submitted to the Omnitrans' Procurement Department within 10 days of award. The insurance required may include General Liability, Automobile Liability, Worker's Compensation and Employer's Liability and Professional Liability. If no insurance exclusions are noted, Bidder/Offeror will be deemed to have accepted the insurance requirements as set forth in the solicitation.

Payments

The Purchase Order or contract should contain all the necessary information to submit an invoice. Although a specific contract may cite special payment instructions, as a general rule, invoices should be submitted immediately upon completion of services or shipment of goods.

The following items are required before Omnitrans can make a payment.

1. The vendor must have a W-9 on file with Omnitrans' Procurement.
2. Goods or Services must be received and accepted by the Contract Owner.
3. The Vendor must submit a properly completed invoice referencing the related Purchase Order number. Vendors performing work without a Purchase Order do so at their own risk.





Doing Business with
Omnitrans

Contact Information

Procurement
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San Bernardino, CA 92411

Bill To:
OMNITRANS
Accounts Payable
1700 W. Fifth St
San Bernardino, CA 92411
Accountspayable@omnitrans.org

Ship To:
OMNITRANS
ATTN: Receiving Dept.
1700 W. Fifth St
San Bernardino, CA 92411