

DOING BUSINESS WITH



ABOUT THE OFFICE OF DIVERSITY AND INCLUSION

The Diversity and Inclusion Department serves to support the mission of the Commission to promote equity in contracting, hiring, recruiting, retaining and attracting a diverse and inclusive workforce reflective of the customers that make up the Turnpike system. The primary functions driving the Diversity and Inclusion are focused in two areas: Employees and Contracting.

BUSINESS SUPPLIER DIVERSITY AND CONTRACT COMPLIANCE REVIEW

The Business Supplier Diversity program is a proactive business process for sourcing products and services from previously under-utilized firms. It serves to bridge Turnpike contracting opportunities to the small and disadvantaged business community through education, outreach and compliance.

The Contract Compliance Review program establishes a process by the Commission to review and monitor procurement opportunities to ensure nondiscrimination in the contracting process. The Diversity and Inclusion department oversees the Commission's contract compliance reviews from inception to close including goal setting and "Good Faith Efforts".

BUSINESS AND SUPPLIER DIVERSITY POLICY # 7.10

As set forth in the Business and Supplier Diversity Policy, approved by the Commission on January 8, 2013, PTC contracts exceeding \$250,000.00 are considered for goals or minimum participation levels to ensure inclusion of diverse businesses. The new policy directive serves to provide additional opportunities for competition by allowing for participation of the small, diverse business enterprises on smaller scoped project, thus gaining Turnpike experience through subcontracting opportunities that may meet the business capacity and capabilities. Ultimately, this experience leads to larger pool of capable, experienced contractors that ultimately benefits the PTC through healthy competition

HOW DOES THE PTC PURCHASE?

The department in charge of procurement at the Pennsylvania Turnpike Commission (PTC) is known as the Strategic Sourcing and Asset Management Department (SSAM).

SSAM purchases commodities and routine services based either on the lowest responsive and responsible bidder(s), or by "piggybacking" an existing contract issued by the Department of General Services of the Commonwealth of Pennsylvania (DGS). This brochure outlines how you can become a bidder to the PTC. If you are interested in being awarded a contract issued by DGS, you must contact DGS. We recommend that you visit the State of Pennsylvania's website at www.pa.gov to learn more about doing business with the Commonwealth.

In addition, large contracts for consulting, design, and construction are administered by departments other than SSAM at the PTC.



GETTING STARTED

You must be on our Approved Vendor List in order to do business with the PTC. You may apply for inclusion on this list from the PTC website:

1. Go to www.paturnpike.com
2. Click [Doing Business with PTC](#)
3. Click [Vendor Registration](#)

Complete and submit the Vendor Registration online. You will be asked in this process to identify categories of materials or services that you provide. If you have difficulty completing this form online, or if you would prefer a paper application, contact our Vendor Maintenance Group at vendor_master_records@paturnpike.com or 717-831-7404.

Upon acceptance of your Vendor Registration, you will be notified that you are included in the Approved Vendor List of the Pennsylvania Turnpike Commission.

BID OPENING

Bids are opened by the Strategic Sourcing Department on the date and time specified on the Bid Documents. Bids received after the designated time shall be considered "Received Too Late For Consideration" and will be returned.

BID RESULTS

Bid tabulations are available after the award has been made. Interested bidders may supply a self-addressed stamped envelope with their bid proposal in order to receive a bid tabulation after award. Bid results may also be obtained by submitting a request for public records under the Right-to-Know Law.

To submit a Right-to-Know request online:

Visit www.paturnpike.com and click on the Right-To-Know Law Information Request link at the bottom of the home page.

PA TURNPIKE BIDDING PROCEDURES

Purchases for \$10,000 or less do not have to be bid, although, the Buyer may elect to send out a bid solicitation. The Buyer may rely on experience to confirm pricing with a previously used vendor of the needed material or service and simply send a Purchase Order to that vendor.

For purchases between \$10,000.01 and \$50,000.00, a formal bidding process is used where paper bid solicitations are sent via U.S.P.S. mail that includes specific instructions for completion and submission of the bid.

If the expected purchase is over \$50,000.000, the formal bidding process will include an advertisement. The advertisement will be on the Internet at www.paturnpike.com ► "Doing Business" ► "Procurement-RFPs, BIDS & AUCTIONS" ► "Purchasing" ► "Bid Notices". If you are interested in business of this nature, please visit the site regularly.

Requests for public records must be addressed to:

Open Records Officer
Pennsylvania Turnpike Commission
Legal Department
P.O. Box 67676
Harrisburg, PA 17106-7676

Contracting and Purchasing with the PTC

The PTC procures goods and services through the following three departments: Strategic Sourcing and Asset Management (SSAM), Contracts Administration and Engineering.

NO BID RESULTS WILL BE GIVEN OVER THE TELEPHONE OR VIA EMAIL.



BUSINESS AND SUPPLIER DIVERSITY

Contact: Myneca Ojo, Director
Department: Office of Diversity and Inclusion
Phone: 717.831.7333 • Email: mojo@paturnpike.com

The PTC recognizes certification by third-party Certifying Organizations including the following: (1) the National Minority Supplier Development Council; (2) the Women's Business Development Enterprise National Council; (3) the Small Business Administration; (4) The Department of Veteran Affairs; (5) the Pennsylvania Unified Certification Program

CONSTRUCTION BIDS

Contact: Bonnie Shepler, Manager
Department: Construction Engineering
Phone: 717.831.7329 • Email: bshepler@paturnpike.com



PTC contracts involving roadway and bridge work require prime contractors to be prequalified by the Pennsylvania Department of Transportation. For facility-related contracts or other miscellaneous items, prime contractors may be required to obtain a special prequalification by the PTC or may be required to submit Commission-provided qualification forms with their bid. The specifications for each project identify the prequalification or qualification requirements.

1. Go to www.paturnpike.com
2. Click [Doing Business with PTC](#)
3. Click [Procurement – RFPs, BIDS & AUCTIONS](#)
4. Click [Construction](#)

The PA Turnpike's Electronic Bidding System (EBS) contains information related to construction contracts for the PTC such as project advertisement, listing of planholders, unofficial bid results and bid tabulations. Registered business partners are also able to search for projects based on status, download all bid documents, drawings and specifications, and submit the entire bid package over the internet to a physically and electronically secure location.

ENGINEERING AND OTHER PROFESSIONAL SERVICES – RFP

Contact: Donald Klingensmith, Director of Procurement and Logistics
Department: Contracts Administration (under Procurement and Logistics)
Phone: 717.831.7585 • Email: dklingen@paturnpike.com

Contracts Administration is responsible for procuring all professional services for the PTC. All Requests for proposals (RFPs), lists of respondents, and contract awards may be viewed on the PTC website:

1. Go to www.paturnpike.com
2. Click [Doing Business with PTC](#)
3. Click [Procurement – RFPs, BIDS & AUCTIONS](#)
4. Click [RFPs](#)
5. Click [Engineering/Architectural RFPs or Other Professional Services RFPs](#)

Please note that all engineering standards are available on the website:

1. Go to www.paturnpike.com
2. Click [Doing Business with PTC](#)
3. Click [General Information](#)
4. Click [Engineering Standards](#)

PURCHASING OF GOODS AND MAINTENANCE SERVICES

Contact: Karen Ruch, Strategic Sourcing Supervisor
Department : Strategic Sourcing and Asset Management (under Procurement and Logistics)
Phone: 717.831.7283 • Email: purchasing@paturnpike.com

The Strategic Sourcing and Asset Management Department is responsible for acquiring materials, supplies, equipment and services used by the PTC with the goal of achieving maximum value for minimum procurement investment. It also monitors inventory usage and balances; therefore, eliminating the need to maintain high stock levels and creating a leaner, more agile inventory supply.

1. Go to www.paturnpike.com
2. Click [Doing Business with PTC](#)
3. Click [Procurement – RFPs, BIDS & AUCTIONS](#)
4. Click [Purchasing](#)



HELPFUL HINTS FOR DOING BUSINESS WITH THE PTC

- **REGISTER AS A VENDOR**
You must be on our Approved Vendor List in order to do business with the PTC.
- **VISIT THE PTC WEBSITE**
Information regarding procurements are listed on the website.
- **VIEW THE CAPITAL PLAN**
Annually, the PTC publishes the anticipated funding for the upcoming year. The capital plan may be viewed on our website at any time.
- **ATTEND PRE-BID CONFERENCES**
This is an excellent opportunity to meet with prime contractors and develop relationships that may lead to business opportunities.
- **MEET PROCUREMENT STAFF**
Familiarize yourself with the people administering the procurements. Send marketing materials and schedule meetings accordingly.
- **MEET WITH PRIME CONTRACTORS**
Developing relationships with those currently doing business with the PA Turnpike may lead to opportunities to subcontract.
- **GET TO KNOW THE TURNPIKE!**
Learn what we do and how we do it. The website is a great resource on learning our way of doing business.



MYNECA Y. OJO, DIRECTOR
Pennsylvania Turnpike Commission
P.O. Box 67676 • Harrisburg, PA 17106-7676
Phone: 717.831.7333
Email: mojo@paturnpike.com
www.paturnpike.com