



Procurement MEMO

Request for Quotes

To: Prospective Vendors
From: Phil Thompson Director of Operations VRT
CC: Bill Moore Transit Manager STAR Transit
Date: 5.5.2021

Procurement Project: 42021-31 Keyless Door Code Security System STAR Transit

Procurement Type: Quote / Fixed Price / Small Purchase under \$150,000.00 / Grant Funded

Grant #: 42021-31

Project Description: STAR Transit is seeking competitive quotes for the provision of a card / fob and keypad electronic entrance system to replace or make obsolete current manual keyed locks for facility entrances at its Tasley Virginia location. Scope of service may be required to change slightly due to unforeseen needs or obstacles identified during quotation and should be listed as such in a vendors quote.

Project Requires Specific Installation of:

1. Keyless entry software on provided or existing onsite computer hardware system
2. Wiring from computer system to at least 8 passage doors (diagram attached):
 - Main West passage entrance door

- Main Lobby to Hallway passage door
 - Secondary Lobby passage door
 - Admin Hallway door
 - Dispatch door
 - South Side Hallway Exit door
 - Northside Hallway to Shop door
 - ~~East Side Shop Exit~~
 - West Side Shop Exit
 - ~~Electrical / Storage Room door~~
3. Installation and connection of key pad / code readers at each door listed above
 4. Installation of remote entrance button(s) for dispatch to allow entry to main lobby for general public
 5. Installation and connection of electromagnetic strikes for each lock on each door listed
 6. Provision of 50 swipe cards or key fobs as proposed by bidder in itemized quote as appropriate
 7. Testing and successful operation of door system to both unlock and secure doors electronically as described in statement of needs
 8. Training of leadership team in adding and deleting fobs or cards as appropriate as well as general use and troubleshooting of equipment

Additional Expenses

Quotes shall also list any additional expenses the agency may incur including but not limited to connectivity fees, travel, labor, mobilization, subscription and renewal fees for current or subsequent years.

Quote Provision:

Quotes should be submitted by email to: phil@vatransit.org

Or mailed to: STAR Transit P.O. Box 126 Tasley Va. 23441

Or hand delivered to: STAR Transit 21250 Cooperative Way Tasley Va. 23441

Deadline for Quote Receipt:

June 7th 2021