



# Procurement MEMO

## Request for Quotes

**To:** Prospective Vendors  
**From:** Phil Thompson Director of Operations VRT  
**CC:** Bill Moore Transit Manager STAR Transit  
**Date:** 6.10.2021

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**Procurement Project:** 42021–34 Parking Lot Expansion Phase ii

**Procurement Type:** Quote / Fixed Price / Small Purchase / Grant Funded

**Grant #:** 42021-34

**Project Description:** The purpose of this Request for Quote (RFQ) is to solicit bids and to establish a contract with one qualified source to provide STAR Transit a turnkey parking area phase 2 upgrade as shown in exhibit a, phase ii, shaded in green. This upgrade will consist of removal of portions of a sidewalk, grading of an area to the South of the STAR Transit facility, curb & gutter and asphalt installation. Proposals must include the contractor's commitment to project completion by December 1<sup>st</sup>, 2021. 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. Please itemize quote to break out the cost of installation of curb and gutter.

## **Project Requirements:**

**Minimum** service requirements include:

- Permitting as required by the County
- Silt Fence installation
- Saw-cut and removal of portions of existing sidewalk/curb/gutter
- Grading of South areas of the property for project
- Gravel or media as needed to stabilize area
- Grade and compaction as necessary
- Sidewalk Ramp Installation to new asphalt near South Entrance
- Curb and gutter installation
- Asphalt
- Asphalt installation
- Removal of debris from excavation activities

## **Additional Expenses**

Quotes shall also list any additional expenses the agency may incur including but not limited to travel, hauling, labor and mobilization.

## **Quote Provision:**

Quotes should be submitted by email to: [phil@vatransit.org](mailto: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:**

Friday, July 30<sup>th</sup> 2021

