



Procurement MEMO

Request for Quotes

To: Prospective Vendors
From: Phil Thompson Director of Operations VRT
CC: STAR Transit Operations
Date: 6.1.2023

Procurement Project: Purchase Facility Equipment - 42023-31
Procurement Project Sub-Category: Backup Power Generator System
Procurement Type: Quote / Fixed Price / Small Purchase / Grant Funded
Grant #: 42023-31

Project Description: STAR Transit is seeking a qualified vendor to quote the provision and installation of a backup generator, all electrical connections, switches, fuel storage and appurtenances related to the turnkey installation.

Project requires specific capabilities such as:

1. Certified electrician, licensed and insured
2. Certified master gasfitter license, licensed and insured, for LP gas tank, line, installation and connection

Project requires equipment provided and installed such as:

1. County permit for installation
2. Generator capable of providing backup power to the entire STAR Transit facility
3. Appropriate pad for generator

4. Appropriate installation of generator in position according to all codes and ordinances
5. Automatic transfer switch
6. All wiring required to connect to existing panel boxes
7. All conduits provided and installed in accordance with state and local codes and ordinances
8. All connections made
9. Testing of generator
10. Guaranty / Warranty of generator and workmanship

Project requires additional equipment provided and installed either by primary or secondary contractor. Options should be provided with turnkey quote:

1. Installation of above ground propane fuel gas storage tank in accordance with all state and local codes and ordinances
2. Installation of underground propane line to generator location in accordance with all applicable codes and ordinances
3. Installation of high and low pressure regulators as needed or required
4. Installation of propane into tank
5. Assisting in initial generator startup with electrical contractor

Additional Expenses

Quotes shall also list any additional expenses the agency may incur including but not limited to parts, subcontract labor, permits, fees or service contract costs for current or subsequent years if applicable.

Quote Provision:

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

Or mailed to: STAR Transit P.O. Box 126 Tasley, VA. 23441 ATTN: Bill Moore

Or hand delivered to: 21250 Cooperative Way, Tasley, VA. 23441

Quotes should list clearly the total cost of the turnkey project.

Deadline for Quote Receipt:

7/1/2023