



Procurement MEMO

Request for Quotes

To: Prospective Vendors
From: Phil Thompson Director of Operations VRT
CC: Bill Moore Transit Manager STAR Transit
Date: 4.19.2024

Procurement Project: 42022–48 Parking Lot Expansion Phase iii

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

Grant #: 42022-48

Project Description: The purpose of this Request for Quote (RFQ) is to solicit quotes and to establish a contract with one qualified source to provide STAR Transit a turnkey parking area phase 3 upgrade as shown in exhibit a, phase iii, shaded in brown. This upgrade will consist of:

- grading of an area to the East of the STAR Transit facility to connect North parking area with South parking area in accordance with grade requirements on existing engineering document
- installation of pipe, inlet and outlet in accordance with grade requirements on existing engineering
- Installation of base and compaction thereof in accordance with grade requirements on existing engineering
- asphalt installation in accordance with grade requirements on existing engineering

Proposals must include the contractor's commitment to project completion by August 15th 2024. 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 Requirements:

Minimum service requirements include:

- Permitting as required by the County
- Silt Fence installation
- Grading of East areas of the property for project connecting North and South parking areas
- Installation of inlet, outlet and pipe as shown in engineering documents
- Runoff to swale area as noted in engineering documents
- Gravel or media as needed to stabilize area
- Grade and compaction as necessary
- 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 and bill@mystartransit.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, May 31st 2024

Exhibit A

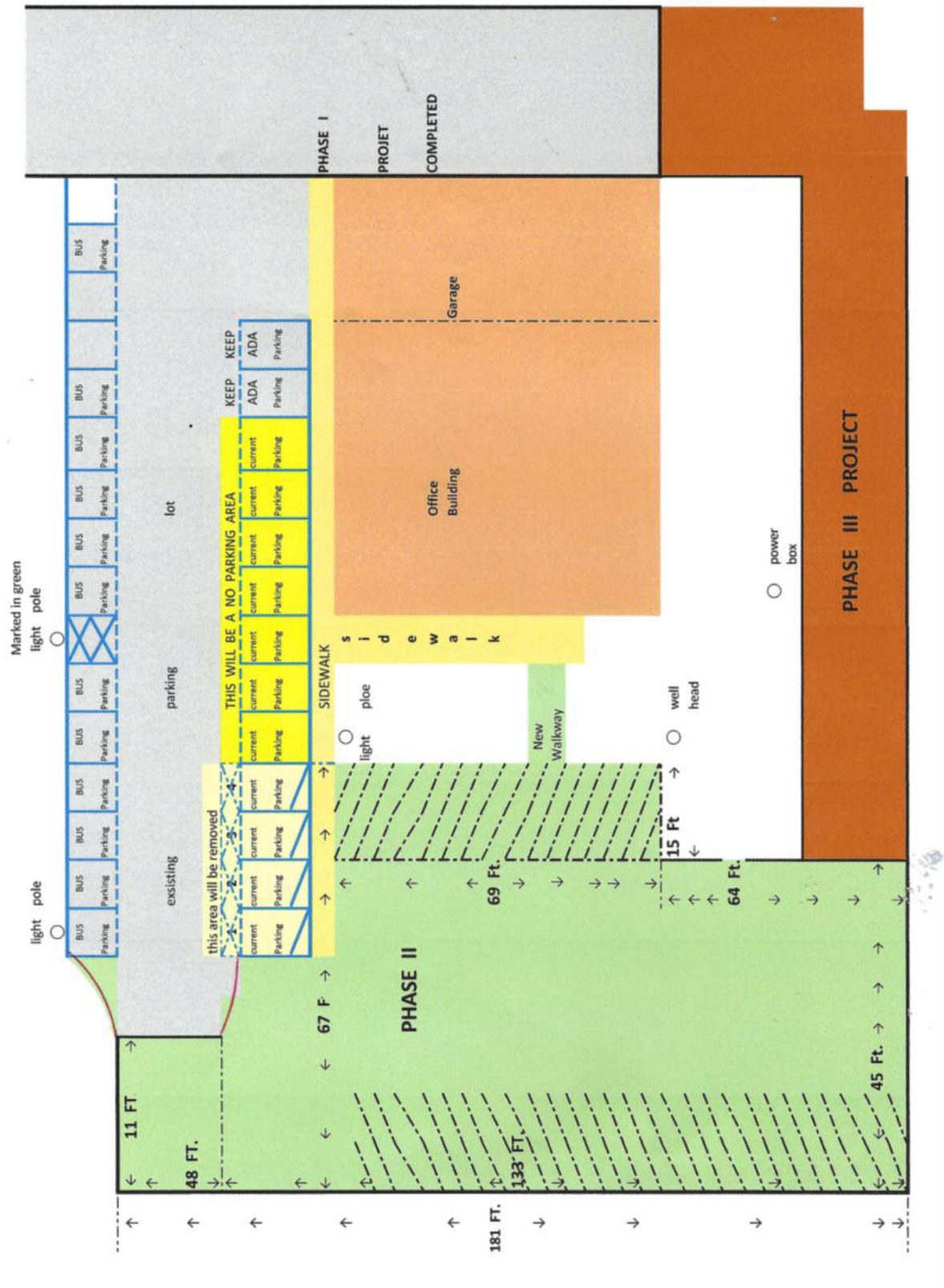


Exhibit B
(see separate PDF “Star Transit Approved Plans”)