Procurement MEMO
Request for Quotes

To: Prospective Vendors
From: Phil Thompson Director of Operations VRT
CC: STAR Transit Operations
Date: 11.19.2026

Procurement Project: Interior Shop Lighting Upgrade – Shop- 42027-16

Procurement Project Sub-Category: Maintenance Bay Lighting Upgrade LED

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

Grant #: 42027-16

Project Description: STAR Transit is seeking quotes for upgrades to the lighting within the maintenance bay of STAR Transit. Current lighting systems do not provide enough illumination. A turnkey LED lighting upgrade is requested. STAR Transit's maintenance area currently has 8 independent fixtures.

Project Requires Specific capabilities such as:

1. Certified electrician, licensed and insured
2. Knowledge of lighting upgrades and fitment for shop specific installation
3. Capabilities to provide and install
4. Provision of LED lighting
5. Removal of present lighting
6. Installation of new LED lighting

7. Cleanup and haul away of any extra debris created by removal and replacement of lights
8. Job must be completed before January 30th, 2027.

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:

December 19, 2026