



# Procurement MEMO

## Request for Quotes

**To:** Prospective Vendors  
**From:** Phil Thompson Director of Operations VRT  
**CC:** Central Operations  
**Date:** 10.27.2022

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**Procurement Project:** Interior Lighting Upgrade – Shop- 42022-54

**Procurement Project Sub-Category:** Maintenance Bay and Wash Bay Lighting Upgrade

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

**Grant #:** 42022-54

**Project Description:** Virginia Regional Transit is seeking a upgrades to the maintenance bay and wash bay areas of the Culpeper Central Region Shop space. Current lighting system does not provide enough illumination. Commercial grade, large warehouse lighting system / LED requested. Garage currently has 18 fixtures total with 15 in the garage area and 3 in the wash bay.

**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 hauling of any extra debris created by removal and replacement of lights
8. Job Completion before Dec 30 2022

**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: [mike@vatransit.org](mailto:mike@vatransit.org)

Or mailed to: Virginia Regional Transit P.O. Box 2665 Purcellville Va. 20132  
ATTN: Mike Socha

Or hand delivered to: Mike Socha 1099 Brandy Knoll Ct Culpeper Va. 22701

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

**Deadline for Quote Receipt:**

Nov 27 2022