



# Procurement MEMO

## Request for Quotes

**To:** Prospective Vendors  
**From:** Phil Thompson Director of Operations VRT  
**CC:** Mike Socha, Transit Manager Central  
**Date:** 8.8.2024

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**Procurement Project:** Bus Stop Shelters (6 Units)

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

**Grant #: 71725-34**

**Project Description:** Virginia Regional Transit is seeking competitive quotes for the provision of six (6) Bus Stop Shelters delivered to the Virginia Regional Transit Culpeper Virginia facility for use in various locations defined in Exhibit A.

**Project Requires Specific Items:**

1. Six (6) 5'x10' shelters
2. Bronze finish
3. Tempered glass for both side walls and rear wall. (Front of shelter should be designed as open)
4. Barrel roof included for each shelter, semi transparent
5. Seating across half or rear wall of shelter such as a bench or lean/seating
6. All hardware necessary to erect bus stop shelters and secure bus stop shelters to concrete pads should be included
7. Each shelter should be crated individually

8. Each shelter shall be delivered to: Virginia Regional Transit 1099 Brandy Knoll Court, Culpeper VA 22701. Attn Mike Socha. During normal business hours. The cost of shipping all six (6) bus stop shelters shall be included in the vendors quote.

**Additional Expenses**

Quotes shall also list any additional expenses the agency may incur.

**Quote Provision:**

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

Or mailed to: Virginia Regional Transit 1099 Brandy Knoll Ct Culpeper, Va. 22701  
ATTN: Phil Thompson

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:**

September 9<sup>th</sup> 2024

**Exhibit A**

**Culpeper VA Locations**

Wine Street Park Bus Stop

Med Express Bus Stop

Field House Culpeper

**Warrenton VA Locations**

Haiti Bus Stop

Warrenton Plaza Bus Stop

Hope Heals Bus Stop