



Procurement MEMO

Request for Quotes

To: Prospective Vendors
From: Phil Thompson Director of Operations VRT
CC: Mike Socha, Transit Manager Central
Date: 4.2.2025

Procurement Project: Parking Lot Crack Seal, Sealcoat and Line Painting

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

Grant #: 42024-51

Project Description: Virginia Regional Transit is seeking competitive quotes for crackseal, sealcoat and line painting of its entrance and exit, front guest parking, side guest parking and rear bus parking areas encompassing the entire asphalted areas of the property.

Project Requires Specific Items:

1. Weed killing / removal from existing cracks
2. Line mark out as needed to ensure old lines do not “bleed through”
3. Crack seal of all large cracks in the asphalt surfaces
4. Sealcoating of entire parking areas and entranceways as described in the project description in a staged manner to allow for the use of half of the parking area one day and half of the parking area the next
5. Measurement and layout of new lines as instructed by the Central Region Transit Manager
6. Painting of new lines as instructed and approved by the Transit Manager

7. Project must be completed and invoiced by close of business June 30th 2025.

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

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:

2PM, April 22nd, 2025