

Capital Area Transportation Authority



**4615 Tranter Street
Lansing, MI 48910**

REQUEST FOR QUOTE

1. SOLICITATION NO: RFQ # 2015-Q31	2. ISSUE DATE: DECEMBER 8, 2015
3. FOR INFORMATION CONTACT	
NAME: Susan Holmes	PHONE: 517.394.1100 ext. 293
E-MAIL: sholmes@cata.org	FAX: 517.394.3733

4. DESCRIPTION:

The Capital Area Transportation Authority (CATA) in Lansing, Michigan, is requesting quotes for **HVAC Preventive Maintenance and Service** in accordance with the Statement of Work, as described in Exhibit A.

The term of services will be one (1) year. This solicitation will result in a prevailing wage contract.

Services are requested at the following three locations:

- 1) CATA Corporate Office, 4615 Tranter Street, Lansing, MI 48910;
- 2) CATA Transportation Center (CTC), 420 South Grand Avenue, Lansing, MI 48933; and
- 3) CATA Multi-Modal Gateway, 1240 South Harrison Road, East Lansing, MI 48823.

PRE-BID MEETING / SITE VISIT. A Pre-Bid Meeting has been scheduled for **Wednesday, December 16th, 2015 beginning at 10:00 a.m.**, at the Tranter Street facility, immediately followed by walk-throughs at the Tranter facility, the Multi-Modal Gateway facility, and finally the CTC downtown location (420 South Grand Avenue). A CATA employee will escort you during these site visits. A sign-in sheet is required. Please check in at the front desk upon your arrival at the Tranter Street facility. Please note that attendance at the Pre-Bid Meeting and/or these site visits is NOT mandatory.

QUOTES DUE By: 5:00 PM on TUESDAY, DECEMBER 22, 2015

5. FIRM OFFER PERIOD: Offers shall remain firm for a period of **60** calendar days from the date specified above, or as amended.

6. If this Quote is accepted within the period specified in Block 5 above, the Offeror agrees to fully provide the goods and/or services covered by this solicitation at the prices and timelines specified in the solicitation.

7. The following Exhibits, if indicated, are included in this solicitation

<input checked="" type="checkbox"/> EXHIBIT A . Statement of Work (with Attachment 1)	<input checked="" type="checkbox"/> EXHIBIT B . Pricing Schedule	<input checked="" type="checkbox"/> EXHIBIT C . CATA Terms & Conditions
<input checked="" type="checkbox"/> EXHIBIT D . Prevailing Wage Determination	<input checked="" type="checkbox"/> EXHIBIT E . Bidder's Offer & Guarantees	<input checked="" type="checkbox"/> EXHIBIT F . Iran Economic Sanctions Act Certificate
<input checked="" type="checkbox"/> EXHIBIT G . Certification Regarding Debarment	<input checked="" type="checkbox"/> EXHIBIT H . Certification Regarding Lobbying	<input checked="" type="checkbox"/> EXHIBIT I . Buy America Certification