



**Capital Area Transportation Authority**  
**4625 Tranter St. Lansing, MI 48910**  
**(517)394-1100**

June 26, 2012

To: Prospective Vendors

RE: Request For Proposal # 2012-104, Radio System Maintenance Service

The Capital Area Transportation Authority ("CATA") is requesting written proposals for Radio System Maintenance Service as described in the above-cited Request For Proposal. Written proposals are requested which will be firm and irrevocable for at least 180 days from date of receipt by CATA. Vendor proposals are to include price, delivery, experience, and all information needed to understand and evaluate the proposal, as well as any exception to CATA specifications. The proposal of the successful bidder will be binding upon CATA's acceptance of that proposal. Copies of CATA's specifications for this solicitation are included with this packet. CATA's standard terms & conditions for non-construction and the specifications will become part of any purchase order/contract resulting from this solicitation.

***Proposals from interested vendors will be due at 4:30 P.M. Eastern Time, July 30, 2012*** Proposals are to be delivered to CATA's main office, 4615 Tranter Street, Lansing, MI 48910, Attention: Beverly Anderson, CATA Purchasing and Contracts Manager. Responsibility for timely delivery of proposals to CATA rests entirely with prospective vendors. Proposals will be evaluated based upon information provided in the proposal. CATA is not responsible for locating/securing any information not identified and included in the submitted proposal.

This project may be increased or decreased in scope as funding dictates. CATA reserves the right to postpone, delay, cancel, or otherwise change any scheduled activity in regard to this project; to accept or reject any and all quotes, in whole or in part, and to make award as determined to be in its' own best interest.

If you have any questions concerning this solicitation, please direct them in writing to the undersigned.

Best Regards,

Beverly Anderson  
Purchasing and Contracts Manager  
Capital Area Transportation Authority  
E-mail: [banderson@cata.org](mailto:banderson@cata.org)