

**Capital Area Transportation Authority**  
**4615 Tranter St. Lansing, Michigan 48910**  
**(517) 394-1100**

April 5, 2012

To: Prospective Vendors

**RE: CATA Request for Quotes—Fire Alarm Services, RFQ #2012-301**

The Capital Area Transportation Authority (CATA) is requesting written firm pricing for the monitoring and inspections of its fire alarm systems. CATA has two locations for this service, CATA corporate office at 4615 Tranter Ave. Lansing MI, 48910 and CATA's Transportation Center 420 S. Grand Ave. Lansing MI, 48933. Written quotes are requested for each facility which will be firm and irrevocable for at least 180 days from date of receipt. Vendor quotes are to include itemized pricing for monitoring and inspections per location with a grand total for each location plus all information needed to understand and evaluate the quote, as well as any exception to CATA specifications. The quote of the successful bidder will be binding upon CATA's acceptance of that quote. CATA's specifications along with the terms and conditions for this solicitation are included with this packet, and will become part of any purchase order/contract resulting from this solicitation.

***Quotes from interested vendors will be due at 2:00 P.M. Eastern Time, April 16, 2012*** Quotes are to be delivered to [banderson@cata.org](mailto:banderson@cata.org) or to CATA's main office, 4615 Tranter Street, Lansing, MI 48910, Attention: Beverly Anderson, CATA Purchasing and Contracts Manager. Responsibility for timely delivery of quotes to CATA rests entirely with prospective vendors. Quotes will be evaluated based upon information provided in the quote. CATA is not responsible for locating/securing any information not identified and included in the submitted quote.

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 by April 12, 2012.

Best Regards,

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