

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

May 29, 2012

To: Prospective Vendors

**RE: CATA Request for Quotes— Backup IT Room UPS (Uninterruptible Power Supply) System, RFQ #2012-302**

The Capital Area Transportation Authority (CATA) is requesting written firm pricing for purchase and installation of a battery backup uninterruptible power system for the primary server room located at the CATA main office, 4615 Tranter Ave., Lansing MI, 48910. Written quotes are requested which will be firm and irrevocable for at least 180 days from date of receipt. Vendor quotes are to include itemized pricing for the UPS (Uninterruptible Power Supply) System, and installation, with a grand total for each 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 standard construction terms and conditions for this solicitation are included with this packet, and will become part of any purchase order/contract resulting from this solicitation.

***The Pre-Proposal Meeting (Optional) is scheduled at 10:00A.M. Eastern Time, June 7, 2012 @ CATA's Main Office, 4615 Tranter Street, Lansing, MI 48910.***

***Quotes from interested vendors will be due at 2:00 P.M. Eastern Time, June 15, 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.

**Primary Contractor Responsibilities:**

The selected contractor will be required to assume responsibility for all services offered in its proposal whether or not the contractor performs them. Further, CATA will consider the selected respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. If any part of the work is to be subcontracted, the prime contractor must provide a complete description of work subcontracted and descriptive information about the subcontractor's organization and capabilities. The prime contractor is totally responsible for adherence by the subcontractors to all provisions of the contract. CATA must review and approve in writing all subcontractors. All subcontractors must be included in the initial proposal with descriptions of the firms' qualifications and the qualifications of the key individuals assigned to this project.

Disadvantaged Business Enterprises (“DBE”) are encouraged to bid or be invited by the prime contractor to subcontract work on this project. Any applicable DBE firm’s certifications must be included in the proposal. Cost Proposals must list the amount and activity of service provided by the DBE firm, as applicable. Information on becoming certified as a Disadvantaged Business Enterprise is available from Michigan Department of Transportation (“MDOT”) at the following website address: <http://mdot270.state.mi.us:8080/UCP/HomePageServlet>.

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 June 11, 2012.

Best Regards,

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