

**Capital Area Transportation Authority**



**4615 Tranter Street  
Lansing, MI 48910**

**REQUEST FOR QUOTE**

<b>1. SOLICITATION No:</b> RFQ 2015-Q26	<b>2. ISSUE DATE:</b> October 23, 2015
<b>3. FOR INFORMATION CONTACT</b> <b>NAME:</b> Susan Holmes <b>E-MAIL:</b> sholmes@cata.org	<b>PHONE:</b> 517.394.1100 ext. 230 <b>FAX:</b> 517.394.3733

**4. DESCRIPTION:**

The Capital Area Transportation Authority (CATA) in Lansing, Michigan, is requesting pricing for **WINDOW CLEANING SERVICES (rebid)** in accordance with the Scope of Work as described in Exhibit A.

Services are requested at four (4) locations (see Exhibit A):

- 1) CTC Bus Station, 420 South Grand Avenue, Lansing, MI 48933;
- 2) CATA Corporate Office, 4615 Tranter Street, Lansing, MI 48910;
- 3) Multi-Modal Gateway, 1240 S Harrison, East Lansing, MI 48823; and
- 4) MSU Parking Ramp 1, 592 N Shaw Lane, East Lansing, MI 48824.

Unless otherwise indicated in Exhibit A, the term of services will be:  
 Year 1: December 1, 2015 to November 30, 2016; and  
 Year 2: December 1, 2016 to November 30, 2017.

**QUOTES DUE BY: WEDNESDAY, NOVEMBER 4, 2016 at 5:00 PM**

**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 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 . Scope of Work	<input checked="" type="checkbox"/>	EXHIBIT B . Pricing Schedule	<input checked="" type="checkbox"/>	EXHIBIT C . Iran Economic Sanctions Act Certificate
<input checked="" type="checkbox"/>	EXHIBIT D . CATA Terms & Conditions	<input checked="" type="checkbox"/>	EXHIBIT E . Bidder's Offer & Guarantees		