



**Duluth Transit Authority
REQUEST FOR QUOTES
Bus Stop Signposts**

FROM: Duluth Transit Authority
2402 West Michigan Street
Duluth, MN 55806

DATE: July 11, 2023

PROJECT: 10-foot Bus Stop Signposts

You are invited to submit Quotes to supply and deliver 200 10-foot bus stop signposts to the Duluth Transit Authority Operations Center located at 2402 West Michigan Street, Duluth, MN, 55806.

Quotes will be received via email to nbrown@duluthtransit.com until **Tuesday, July 18, 2023, at 10:00 am.**

Quote Information:

1. The DTA is in the process of redesigning its route system and is installing new signage throughout the DTA service area, and is seeking qualified firms to deliver 200 galvanized, predrilled 10-foot tall signposts to the DTA. The posts must be delivered no later than 20 days beyond the date of "Notice to Proceed" from the DTA. Project will be complete on or before August 15, 2023.
2. The attached Quote form must be signed by an authorized employee of the organization/company.
3. In submitting a Quote, Respondents, agrees that acceptance of any or all Quotes within a thirty (30) day period constitutes a contract.
4. The FTA is or will be providing federal assistance for this project; the Assistance Listing #20.507.
6. When accepted by and signed on behalf of Organization/Company, this pricing form and all relevant portions of the selected Vendor's Quote, including any amendments thereto; the Respondent's representations and certifications submitted as part of its Quote; and any other relevant materials submitted by the Respondent as part of, or subsequent to submittal of its Quote shall form a binding contract between Duluth Transit Authority and the selected Vendor for a bus stop signposts pricing as specified therein.
7. Questions regarding this Request for Quote may be directed to nbrown@duluthtransit.com.
8. The DTA is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, creed, color, national origin, sex, age, disability, or veteran's status, and encourages the participation of small and disadvantaged business enterprises in the performance of this contract.

9. The DTA reserves the right to accept or reject any and/or all Quotes in the interest of the Authority.
10. Contractor shall review the DTA's Vendor Code of Ethics, Organizational Conflict of Interest, and protest procedures on the DTA website at www.duluthtransit.com.
11. All expenses for responding to this RFQ shall be borne by the Respondent.
12. Quotes are to be submitted to nbrown@duluthtransit.com or to the Duluth Transit Authority Procurement Manager, 2402 West Michigan Street, Duluth, MN 55806, on or before the due date and time herein. Time means local time in Duluth, Minnesota. Quotes received after the due date and time will not be considered.
13. Taxes. The DTA is exempt from payment of Federal excise tax, transportation tax, Minnesota state sales tax and City of Duluth sales tax for services. Contractor shall include all applicable sales or use taxes in the quoted price as required under MN Department of Revenue guidelines and MN Statute 297A.61, subd.58.
14. Contractor may not subcontract or assign this Contract or any portion thereof without the prior written approval of the DTA General Manager.

SECTION 2. TECHNICAL/SPECIAL SPECIFICATIONS FOR BUS STOP SIGNPOSTS

1. The signposts must meet all federal, state and local requirements for roadside signage.
2. The signposts must be 1.75-inch square 14-gauge galvanized steel posts, 10 feet in length, vandal resistant, using a 3-foot sleeve for installing the posts. Price shall include all associated fasteners, rivets, washers and other equipment to securely mount the posts into the sleeve.
3. The posts will include perforations or prescored slugs to accept 3/8-inch bolts; perforations shall be at 1-inch intervals on the centerline of each side of the post.
4. The signposts must be straight, with a smooth, uniform finish free of burs and nicks in the finish.
5. Signposts shall conform to applicable ASTM standards for structural quality and for galvanizing. All welds must be zinc coated.
6. Quotes will include shipping for the signposts to the DTA Operations Center, 2402 West Michigan Street, Duluth, MN 55806.

Section 3 Quote Form and Certificate, Required Clauses

NOTE: All Quotes must be written, signed and transmitted via email in a .pdf attachment to nbrown@duluthtransit.com.

ALL fees, delivery, and installation must be included. TAX: Federal Excise Tax Exemption Account No. 41740056K; The DTA is State and City Tax Exempted.

Price per item for a 1.75 inch 10-foot galvanized signpost, including mounting bracket and, screws in accordance with the specifications: \$ _____ each

**Shipping for 200 signposts to be shipped to the DTA Operations Center:
\$ _____**

Signed: _____ Title: _____

Company Name: _____ Phone: _____

Address: _____

Email (required): _____ Date: _____