



Request for Information #STAR010320

Issue Date 12/20/2019

To whom it may concern,

STAR Transit is requesting information from organizations that have experience in providing and installing key card reader door access systems in commercial buildings. Please note that this is a REQUEST FOR INFORMATION (RFI) ONLY. It is issued for information and planning purposes only and does not constitute a Request for Proposal (RFP) nor does it guarantee the issuance of RFP in the future. We invite your organization to submit information to us by 01/03/2020 for consideration. The goal is to review options and costs for this anticipated project. A response to this RFI will mean that your organization will be notified once the project goes out for bid. A description of our organization, information regarding services desired and other pertinent information follows:

Background of STAR Transit

STAR Transit is a recognized leader in providing high quality local and rural community transportation solutions. STAR Transit operates fixed route and demand-response and commuter transportation services.

STAR Transit, owned by the Accomack Northampton Transportation District Commission, is a rural transit system managed by Virginia Regional Transit. The company is located at 21250 Cooperative Way, Tasley, VA 23441.

Information Requested Regarding the Following Services

STAR Transit requests information regarding on the cost associated with converting our facility from a lock/key entry system to a keyless card reader system

STAR Transit requests that all responses to the RFI be submitted by hand or USPS marked to the attention of Eric Levdahl, 109 North Bailey Lane, Purcellville, VA, 20132 or via email at eric@vatransit.org in .doc, .docx, or .pdf format:

Scope of Work

- Provision of wiring to all locations
- Labor to install wiring
- Provision of electronic lock mechanisms at all locations listed
- Labor to install
- Provision of swipe readers at all locations listed
- Labor to install
- Provision of electrical connections to desired location of hardware / software
- Provision of hardware including but not limited to computer, keyboard and accessories to house software
- Installation of hardware
- Provision of software
- provision of 50 key fobs, swipe cards or other devices compatible with the system
- connections
- testing
- training key associates to operate

There will be 10 doors to wire for and install card readers at STAR Transit:

1. Main entry door
2. Main Lobby Door
3. Secondary Lobby Door
4. Admin Hallway Door
5. Dispatch Door
6. South Side Hallway Exit
7. Northside Hall to Shop door
8. East Side Shop Exit
9. West Side Shop Exit
10. Electrical / Money Storage

Key Contacts

The following are key contacts for information you may seek in preparing your response:

Eric Levdahl Phone: 540-338-1610 X 1206 Email: eric@vatransit.org

Phil Thompson Phone: 540-292-1668 Email: phil@vatransit.org

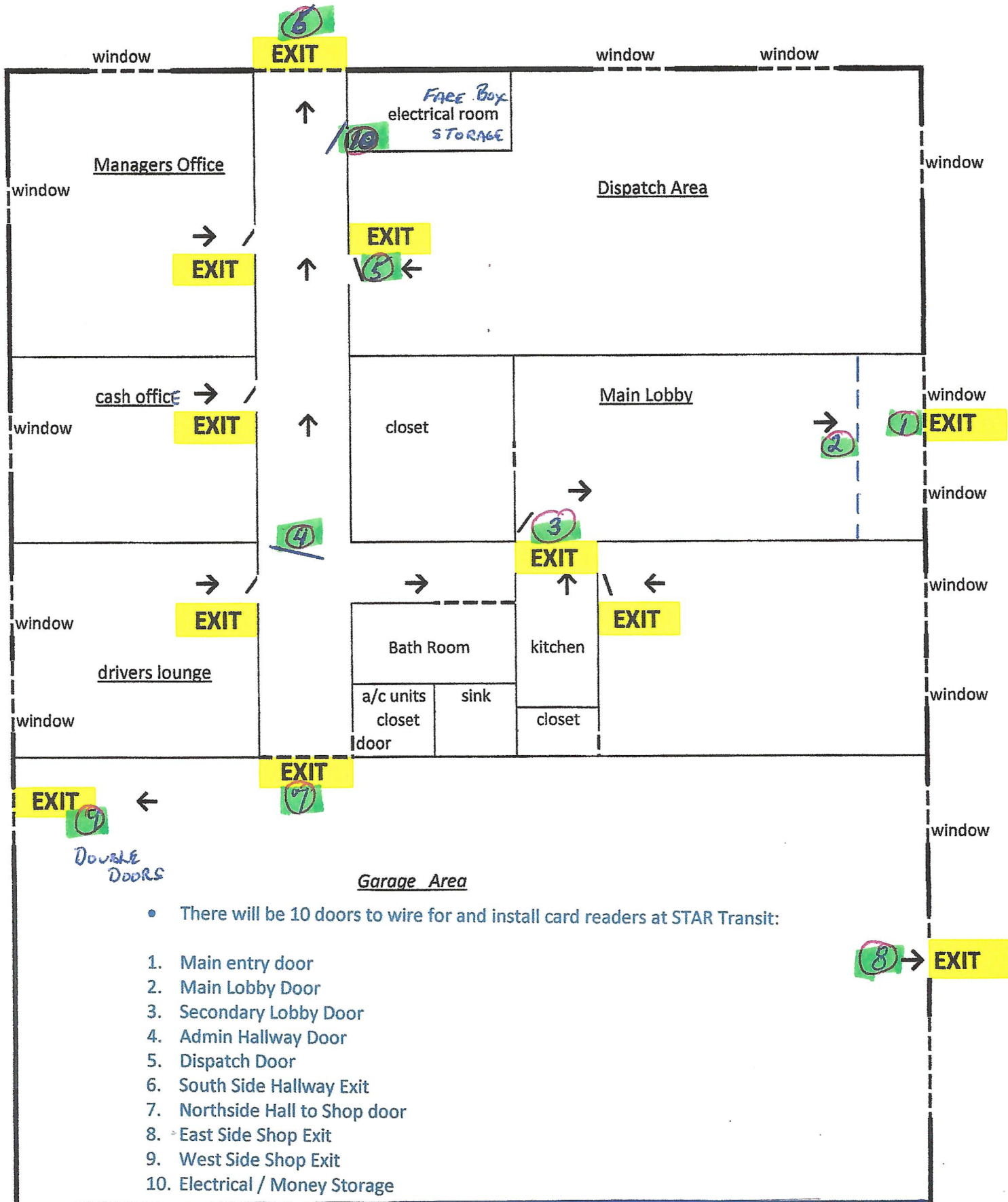
Requests for additional information and questions should be coordinated through Eric Levdahl or Phil Thomposon. They may be reached at the numbers and emails listed above. Please submit the completed information packet to the attention of Eric Levdahl by hand delivery or USPS to: 109 North Bailey Lane, Purcellville, VA 20132 or to Eric@vatransit.org in .doc, .docx, or .pdf form.

Sincerely,
Eric Levdahl

Office of Procurement for STAR Transit
Virginia Regional Transit
109 N Bailey Ln
Purcellville, Va. 20132



21250 Cooperative Way, Tasley, VA 23441
 Phone: 757-787-8322, Fax: 757-787-8324



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