

## REQUEST FOR QUOTE NOTICE

### RFQ T-15

#### BACKGROUND CHECKS

Notice is hereby given that Connecticut Transit (*CTtransit*) is requesting Quotes from outside organizations to provide Background Checks for new employees. The H.N.S. Management Company, Inc. (d/b/a *CTtransit*) is a Subsidiary Corporation of First Transit Group, Inc. established as the legal entity to perform a service contract with the State of Connecticut.

Services shall be based on all provisions, conditions, instructions, and specifications as outlined in the Quote. Forms, instructions, and specifications are available from the Purchasing Department of *CTtransit*; by emailing Quoters complete company information (company name, address, telephone number, fax number, contact person, and email address) to [bsheridan@cttransit.com](mailto:bsheridan@cttransit.com) or by calling Bonnie Sheridan, Purchasing & Contracts Officer (PCO), (860) 707-1276. Questions, clarifications and/or suggestions are due on or before **10:00 am Monday, June 8, 2018**. Quotes are due on or before **2:00 pm Thursday, June 25, 2015**. Sealed Quotes should be clearly marked "**RFQ T-15 BACKGROUND CHECK SERVICES**" in capital letters and sent to the attention of Bonnie Sheridan, Purchasing & Contracts Officer at PO Box 66, Hartford, CT 06141-0066 or 100 Leibert Road, Hartford, CT 06120 for hand delivery. Any Quote received thereafter shall not be considered and will be returned to the Quoter. It is the responsibility of the Quoter to assure that its Quote arrives at the designated location and person by the specified time stated above.

Issuance of the Request for Quote does not commit *CTtransit* to award any contract. *CTtransit* reserves the right to waive any irregularities and formalities, to reject any and all Quotes submitted, to re-advertise, and to make contracts in the best interest of *CTtransit* and/or the Department of Transportation of the State of Connecticut.

Bonnie Sheridan  
Purchasing & Contracts Officer

**An Affirmative Action—Equal Opportunity Employer**