

**CT TRANSIT  
REQUEST FOR QUOTE C-17**

**Basic Office Supplies**

Notice is hereby given that Connecticut Transit (*CT transit*) is requesting Quotes from outside organizations to provide Basic Office Supplies as listed in this request to *CT transit's* three bus maintenance facilities. The H.N.S. Management Company, Inc. (d/b/a *CT transit*) is a Subsidiary Corporation of First Transit Group, Inc. established as the legal entity to perform a service contract with the State of Connecticut.

**RFQ TIMELINE**

<b>RFQ RELEASE</b>	Wednesday, November 9, 2016
<b>QUESTIONS DUE BY</b>	Wednesday, November 23, 2016 at 10:00am
<b>CT TRANSIT ANSWERS BY</b>	Wednesday, November 30, 2016
<b>QUOTES DUE BY</b>	Friday, December 16, 2016 at 2:00pm

Basic Office Supplies shall be based on all provisions, conditions, instructions and specifications as outlined in the Quote. Forms, instructions and specifications are available from the *CT transit* website ([www.cttransit.com](http://www.cttransit.com)). By completing a onetime registration process on *CT transit's* website, Quoters are able to download the entire procurement package and any Addendums. Quoters may contact Greg Chapin, Assistant Purchasing & Contracts Officer at (860) 707-1277 for additional information or assistance with the registration process. Please include company name, address, telephone and fax number, contact name and email address in all requests.

Quotes should be clearly marked "**RFQ C-17 Basic Office Supplies**" in capital letters and sent to the attention of Greg Chapin, Assistant Purchasing & Contracts Officer, PO Box 66, Hartford, CT 06141-0066 or 100 Leibert Road, Hartford, CT 06120 for hand delivery. It is the responsibility of the Vendor to assure that its Quote arrives at the designated location and person by the specified time stated above.

ALL PROSPECTIVE QUOTERS **MUST** INDIVIDUALLY REGISTER WITH CT TRANSIT  
TO REGISTER AND OBTAIN A COPY OF THE PROCUREMENT PACKAGE GO TO [WWW.CTTRANSIT.COM](http://WWW.CTTRANSIT.COM)

All Prospective Quoters should be aware if they did not obtain this package from *CT transit's* website we can in no way guarantee you will receive any additional information (Addendums, etc.)

*CT transit* has working relationships with the State of Connecticut and First America. Through these relationships we have the advantage of requesting the same pricing afforded on their contracts. *CT transit* would expect that pricing, for the services requested, on any State of Connecticut and/or First America contract would be extended through this Request for Quote.

Issuance of the Request for Quote does not commit *CT transit* to award any contract. *CT transit* 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 *CT transit* and/or the Department of Transportation of the State of Connecticut.

Greg Chapin  
Assistant Purchasing & Contracts Officer

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