



July 1, 2026

Dear Sir/Madam:

Subject: **Sealed Bid No. 26-00178-ARIB, Deliver & Install Haworth Furniture at SEPTA U**

Southeastern Pennsylvania Transportation Authority ("SEPTA") will accept Sealed Bids through its Electronic Procurement System (ePS) website for the Deliver & Install Haworth Furniture at SEPTA U (hereinafter called ("*the Work*") as outlined in the Contract Documents until Thursday, July 16, 2026 at 11:00 am, at which time the bids will be made public and read aloud.

The contract duration is eighty-four (84) calendar days from the notice to proceed.

**The "*Work*" includes but is not limited to:** inside delivery and installation of Haworth furniture by unionized installers.

If you would like to call or log in for the Bid Opening, the information is listed below:

Bid Opening Information:

**Microsoft Teams meeting**

**Join:** <https://teams.microsoft.com/meet/290354423396897?p=4o319nyHU7Wtz7Ubns>

Meeting ID: 290 354 423 396 897

Passcode: b9Ey2M8W

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[Need help?](#) | [System reference](#)

**Dial in by phone**

[+1 312-593-1554,366592110#](tel:+13125931554,366592110) United States, Chicago

[Find a local number](#)

Phone conference ID: 366 592 110#

All questions must be submitted to [rburden@septa.org](mailto:rburden@septa.org) by Wednesday, July 8, 2026 at 12:00 pm to be guaranteed an answer.

Any inquiries regarding this bid and any request for change, modification, or clarification of any aspect of these Contract Documents must be made in writing to SEPTA at least eight (8) calendar days prior to bid opening in order for consideration to be given by SEPTA to affect a change in the Contract Documents.

Any inquiries regarding this bid must be directed to Racquel Burden of the Procurement, Supply Chain and DBE Division at [rburden@septa.org](mailto:rburden@septa.org) or (215) 580-8316. A change, modification, or clarification to the Contract Documents can only be affected by a written Addendum issued by SEPTA via our ePS.

All bids must be submitted through SEPTA's Electronic Procurement System (EPS). Mailed or hand delivered bids will be rejected. The Bid will be opened electronically on the scheduled Opening Date/Time and will be secure and unreadable by SEPTA until that time. Attendance at the Bid Opening meeting is not mandatory.

No bid will be opened and considered that is submitted later than the time specified.



SEPTA retains the right to reject any and all bids, as determined to be in the best interest of SEPTA.

Each bid submitted shall remain firm for at least ninety (90) days from the date of the Bid Opening and may not be withdrawn in whole or in part during that time. By submitting a bid, the bidder certifies that the bid price is held firm for that time and any extension thereof.

SEPTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, sex, color, or national origin in consideration for an award.

Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

All bidders will be required to certify compliance with Executive Order 12549 (ineligible contractors).

Any contract issued as result of this solicitation is subject to a financial assistance contract between SEPTA and U.S. Department of Transportation.

Sincerely,

*Racquel Burden*

Racquel Burden  
Senior Contract Administrator  
Procurement & Supply Chain Management