



June 7, 2024

Dear Sir/Madam:

Subject: Sealed Bid No24-00158-ADWC – Microsoft Surface Laptop 6

Southeastern Pennsylvania Transportation Authority ("SEPTA") will accept Sealed Bids through its Electronic Procurement System (ePS) website for Microsoft Surface Laptop 6 (hereinafter called ("*the Work*") as outlined in the Contract Documents until Wednesday, June 21, 2024, at 10:00 AM at which time the bids will be made public and read aloud.

Bid Opening Information:

[Join the meeting now](#)

Meeting ID: 246 866 647 452

Passcode: ut6fgi

Phone Number: 1-312-593-1554

Phone Conference ID: 502038978

All questions must be submitted by Wednesday, June 19, 2024, at 10:00 AM 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 five (5) 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 Brian Tippin of the Procurement & Supply Chain Management at dcotton@septa.org or (215) 580-3545. 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Each bid submitted shall remain firm for at least ninety (90) days from the date of the Bid Opening and may not be withdrawn in whole or in part during that time.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,

A handwritten signature in blue ink, appearing to read "Dustin Cotton".

Dustin Cotton |
Manager, Materials Management - Infrastructure
Procurement & Supply Chain Management