

**MARYLAND DEPARTMENT OF TRANSPORTATION  
MARYLAND TRANSIT ADMINISTRATION**

1331 S. Monroe St. • Baltimore, Maryland 21230-1713  
(410) 454-7882

**REQUEST FOR QUOTATION**

QUOTATION REQUEST NUMBER  3080-EG
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PROCUREMENT ADMINISTRATOR  EDWARD GLUTH	TELEPHONE  410 454-7887	REQUEST DATE  1/06/2012	THIS QUOTATION MUST BE RETURNED BY 2:00 P.M. ON DATE AT RIGHT TO THE ABOVE ADDRESS →	DUE DATE OF QUOTATION  1/27/2012
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BIDDERS NAME & ADDRESS     
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BID OPENING:  1/27/2012 @ 2:00pm
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**INSTRUCTIONS**

- QUOTATION TO INCLUDE DELIVERY OF FOLLOWING ITEMS F.O.B. DESTINATION, INCLUSIVE OF ALL CHARGES, I.E. PLATFORM OR DOORWAY OF SHIP-TO ADDRESS INDICATED:  
 1331 S. MONROE STREET, BALTO, MD 21230   
  5801 WABASH AVE., BALTO, MD 21215   
  344 W. NORTH AVE., BALTO, MD 21217  
 5 AMTRAK WAY, BWI AIRPORT, MD 21240   
  OTHER \_\_\_\_\_
- STATE FIRM DELIVERY** AFTER RECEIPT OF ORDER \_\_\_\_\_ WEEKS. FAILURE TO INSERT DELIVERY INFORMATION WILL RESULT IN DISQUALIFICATION OF YOUR QUOTATION.
- QUOTATIONS MUST BE SUBMITTED WITH THIS FORM. EQUIVALENT ITEMS SHALL BE CONSIDERED BUT ONLY IF ACCOMPANIED BY SPECIFICATIONS AND/OR DESCRIPTIVE LITERATURE.
- VENDOR MUST COMPLETE AND SIGN THIS QUOTATION IN INK.
- PRICES QUOTED SHALL BE VALID FOR A MINIMUM OF NINETY DAYS UNLESS OTHERWISE NOTED \_\_\_\_\_.
- THE VENDOR SHALL COMPLY WITH ALL FEDERAL AND STATE REGULATIONS AND THE PURCHASING DEPARTMENT GENERAL RULES AND REGULATIONS IN EFFECT AT THE TIME OF SUBMISSION.
- A PURCHASE ORDER WILL ACKNOWLEDGE ACCEPTANCE OF YOUR OFFER HEREON. ANY RESULTANT PURCHASE ORDER IS SUBJECT TO THE TERMS AND CONDITIONS WHICH ARE ATTACHED.

DESCRIPTION	QUANTITY	UNIT ISSUE	UNIT PRICE
<b>BUS STEERING ASSEMBLY PARTS</b>  <b>THIS CONTRACT IS FOR THREE (3) YEARS WITH 2 ONE-YEAR RENEWAL OPTIONS.</b>  <b>PLEASE USE THE ATTACHED ITEMIZED LIST FOR YOUR QUOTES.</b>          <b>NOTE: IF A MULTI-YEAR CONTRACT THE FOLLOWING APPLIES</b>  Quantity is based on estimated annual usage and may be adjusted without penalty. Releases will be made as required and confirmed in writing. Prices will be made firm for a minimum of 12 months. Deliveries not made within the quoted lead time may be cause for purchase order cancellation or to acquire the item(s) off-contract at the discretion of the MTA.			

**FOB = Freight must be included in individual items.**

**BIDS WILL ONLY BE ACCEPTED BY VENDORS WHO ARE REGISTERED WITH EMARYLAND MARKETPLACE AND/OR THE MTA WEBSITE**  
**SMALL BUSINESS PREFERENCE 5%**  
**MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION NOTICE**

**Request for Quotation**

Quotation must be returned by 2:00 pm on 1/27/12 to address below

RFQ # 3080

Requesting Quote From

Return To: MARYLAND TRANSIT ADMINISTRATION  
PURCHASING DEPARTMENT  
1331 S. MONROE STREET  
BALTIMORE, MARYLAND 21230-1713

Ship To:

Buyer:  
Phone:  
Email:

Contact:  
Phone:

Fax: 410-454-7892

**NOT A PURCHASE ORDER**

Item #	OEM #	OPM #	Vendor #	QTY	Order Unit	Required Date	Lead Time	Vendor Quantity	Vendor Unit	Quote Net Unit Price
1	B85-00031	OJ0800001-023		2.00	EA					
	KNUCKLE-STEERING LH NEOPLAN SLF									
2	B85-00032	OJ0800001-025		4.00	EA					
	KNUCKLE-STEERING RH NEOPLAN SLF									
3	B85-00033	LG1201035-003		1.00	EA					
	SET-SLIP AND YOKE TUBES (0200 SERIES) NEOPLAN SLF									
4	B85-00034	MD1001072		24.00	EA					
	ASSEMBLY-KNEELING VALVE,FRONT NEOPLAN SLF									
5	B85-00035	JL0106029-004		10.00	EA					
	DIPSTICK-POWER STEERING RESERVOIR NEOPLAN SLF									
7	B85-00037	OJ1203055		8.00	EA					
	DRAG LINK NEOPLAN SLF									
8	B85-0950	G0249127		50.00	EA					
	NUT-STEERING ARM									
9	B85-0951	6800782		150.00	EA					
	PIN-COTTER,STEERING ARM NUT									
10	B85-0952	6800806	3133A6137K	20.00	EA					
	TIE ROD ARM (STEERING)									
11	B85-0971	6800810		30.00	EA					
	ARM-STEERING 97-00 NABI									
12	B85-0973	5011258		40.00	EA					
	NUT-STEERING ARM 97-00 NABI									
13	B85-10000	6387264NFA		20.00	EA					
	ASSEMBLY-STEERING KNUCKLE,LEFT HAND NEW FLYER									
14	B85-10001	6387265NFA		26.00	EA					
	ASSEMBLY-STEERING KNUCKLE,CURBSIDE NEW FLYER									

## Request for Quotation

15	B85-10009	6313068	SEAL-SHAFT, STEERING KNUCKLE 04, 05, NEW FLYER	100.00	EA
16	B85-10035	252260	HOSE-POWER STEERING, FC 510-8, CL 142.1, FL 145.0 STEERING LINE ENG. COMP., NEW	14.00	EA
17	B85-10040	229677	M110PKX11	1.00	EA
18	B85-10041	068035	BOX-STEERING,M110 MAN NEW FLYER HED	8.00	EA
19	B85-10042	068057	BOOT-TAPERED, STEERING COLUMN NEW FLYER	18.00	EA
20	B85-10043	230005	RETAINER-BOOT STEERING COLUMN NEW FLYER	12.00	EA
21	B85-10044	50S00016	SPACER-BOOT, STEERING COLUMN NEW FLYER	200.00	EA
22	B85-10045	277150	SCREW-FH CROSS RECESS,TYPE AB,#10X1"LG, STEERING COLUMN NEW FLYER	12.00	EA
23	B85-10046	277149	MOUNT ASSEMBLY-SHOCK ABSORBER, LEFT REAR 04, 05 NEW FLYER	12.00	EA
24	B85-10047	042588	MOUNT ASSEMBLY-SHOCK ABSORBER, CURBSIDE,REAR 04, 05 NEW FLYER	26.00	EA
25	B85-10050	6313060	MOUNT ASSEMBLY-SHOCK ABSORBER, BOLT BAR 04, 05 NEW FLYER	2.00	EA
26	B85-10051	6313061	BEARING-THRUST ROLLER,STEERING KNUCKLE 08 NEW FLYER AHED,09 NEW FLYER HED	2.00	EA
27	B85-10054	018151NFA	SHIM-51X80X1.8MM 08 NEW FLYER AHED, 09 NEW FLYER HED	1.00	EA
28	B85-10055	362750	ROD-LATERAL,FRONT 08 NEW FLYER AHED	1.00	EA
29	B85-10056	298180	ASSEMBLY-GEAR STEERING, M110 MAN 08 NEW FLYER AHED, 09 NEW FLYER HED	1.00	EA
30	B85-10057	6329846	ASSEMBLY-PUMP, HYDRAULIC GEAR 08 NEW FLYER AHED	2.00	EA
31	B85-10058	6329847	END-TIE ROD,LEFT HAND,FRONT AXLE 06 NEW FLYER HED	2.00	EA
32	B85-10059	6329845	END-TIE ROD,CURBSIDE, FRONT AXLE 06 NEW FLYER HED	2.00	EA
33	B85-10060	6313078NFA	TUBE-CROSS,FRONT AXLE NEW FLYER HED	200.00	EA
34	B85-10061	6313081	KIT-REPAIR, STEERING KNUCKLE NEW FLYER	30.00	EA
35	B85-10062	6313079	LINE-LUBE, CURBSIDE, FRONT AXLE 40, 05 NEW FLYER	30.00	EA
36	B85-10063	6313083	ELBOW-LUBRICATION LINE, FRONT AXLE 40, 05 NEW FLYER	32.00	EA

RFQPRINT.SQT

Maximo Transportation Manager

## Request for Quotation

37	B85-10064	6313080	UNION-CONNECTING, LUBRICATION LINE, FRONT AXLE 40, 05 NEW FLYER	60.00	EA
			LINE-LUBE, STREETSIDE, FRONT AXLE 40, 05 NEW FLYER		
39	B85-10066	6313074	STOP-SCREW, STEERING KNUCKLE 04, 05 NEW FLYER	36.00	EA
40	B85-10067	6313075	NUT-HEX, STEERING KNUCKLE 04, 05 NEW FLYER	40.00	EA
41	B85-10068	8110761	RESERVOIR-HYDRAULIC, NEW FLYERS W/EMP SYSTEM	4.00	EA
		91444A			
42	B85-10070	10B-12064	BOLT-HEX HEAD, 3/4", 10 UNC X 4" LG ALL NEW FLYER	5.00	EA
		1227-S-1527			
44	B85-4018		NUT-ADJUSTMENT, INNER BEARING, MERITOR FRONT AXLE FLX & NABI	100.00	EA
45	B85-4039	694780	WASHER-FRONT WHEEL NABI	500.00	EA
46	B85-4088	694781	RING-LOCK F/WHEEL HUB BEARING ADJ. NUT	100.00	EA
47	B85-4235	236979	PLATE-APPLICATION VALVE	10.00	EA
48	B85-4362	416.01.3103.020	A13102R4438	10.00	EA
			ASSEMBLY-TORQUE ROD NABI		
50	B85-4366	416.01.3103.10A	ROD-TORQUE ASSEMBLY, LOWER 97 NABI	300.00	EA
52	B85-4402	07-9999-00350	END-STEERING, C/S, FRONT AXLE ASSEMBLY	4.00	EA
53	B85-4413	97-2621-00174	PLUNGER-VALVE STEERING GEAR ASM	4.00	EA
54	B85-4452	07-0251-00178	KEY-POWER STEERING PUMP FLX. 870	20.00	EA
55	B85-4466	03-0181-00243	03-0181-00243	5.00	EA
			ASSEMBLY-TUBE, FRONT AXLE, 102" NABI		
57	B85-4616	03-9999-00891	ARM-STEERING RH FRONT AXLE ASM ONE HOLE	40.00	EA
58	B85-4707	97-3068-00075	FLEXHOSE ASM-10 X 74 92 METRO	5.00	EA
59	B85-4714	AF0106020-002	GAUGE-SIGHT GLASS '99 NABI	200.00	EA
60	B85-4715	5006675	HOSE-POWER STEERING 96-00 NABI	6.00	EA
61	B85-4716	5016481	HOSE-HYDRAULIC, STEERING PUMP, HIGH PRESSURE, 45 8 X 54 99-00 NABI	14.00	EA
62	B85-4800	97-7986-00001	ROD ASM-RADIUS ADJUSTABLE 90 METRO	2.00	EA

## Request for Quotation

63	B85-4811	O-RING-POWER STEERING, PUMPALL, METROS	60.00	EA
64	B85-4821	HOSE-POWER STEERING 97 & 98 NABI	5.00	EA
66	B85-4827	20M18150N	200.00	EA
		NUT-HEX,M1.8X1.5 X CLASS 10.9, NYLOCK NABI		
		NYLOCK ONLY!!! CRG 8/20/08		
67	B85-4829	01503-61895	4.00	EA
		BOLT-HEX M18X1.5X185 MM CLASS 10.9 NABI		
68	B85-4830	5019498	400.00	EA
		ROD-THREADED,CURBSIDE,1/4 -20 UNC 99-00 NABI		
69	B85-4831	5017144	275.00	EA
		TURN BUCKLE BODY 1/4-20 STEEL 99-00 NABI		
71	B85-4832	5017186	600.00	EA
		NUT 1/4 -20 LEFT HAND THREAD 99-00 NABI		
72	B85-4834	5017145	1,200.00	EA
		BALL JOINT-SWIVEL,SHEILDED,1/4-28 99-00 NABI		
73	B85-4835	5017319	900.00	EA
		NUT 1/4 -28 JAM NUT 99-00 NABI		
		Supply in boxes of 100 each.		
74	B85-4836	5017057	200.00	EA
		ROD-THREADED,LEFT HAND,1/4-20 UNC 99-00 NABI		
75	B85-4837	3904446	10.00	EA
		BOLT-HEX,M18X 1.5X70,GENERATOR BELT TENSIONER '97 & '00 NABI		
77	B85-5002	5012727	7.00	EA
		ASSEMBLY-STEERING COLUMN ALL NABI		
81	B85-5026	452.00.3505.076	24.00	EA
		BELLOWS-LOWER STEERING SHAFT ASM ALL NABI		
82	B85-5027	416.02.3507.001	3.00	EA
		ARM-PITMAN,STEERING NABI		
83	B85-9904	5016059	10.00	EA
		HOSE-POWER STEERING,RESERVOIR,45-16x5;.MEDIUM PRESSURE '99-'00 NABI		
84	B85-4188	09-1165-00023	20.00	EA
		ADAPTOR-PILOT RING, PUMPS FOR METRO		
85	B85-4458	97-2292-00161	75.00	EA
		DIPSTICK-PIPING,POWER STEERING,WITH 8" SAFETY CHAIN ONLY!!!		
86	B85-4812	97-2496-00154	50.00	EA
		PLUG-P/S PUMP		
87	B85-4409	07-9999-00359	2.00	EA
		CAP-STEERING GEAR ASM		

SMALL BUSINESS PREFERENCE: 5%

MINORITY BUSINESSES ARE ENCOURAGED TO PARTICIPATE.

# Request for Quotation

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## INSTRUCTIONS:

1. Quotations shall include delivery of the following items F O.B. destination, inclusive of all charges, i.e. platform or doorway of ship-to address indicated.
2. Provide maximum lead time (time between receipt of purchase order and delivery), in days, for each item quoted. Failure to insert delivery information may result in disqualification of quotation.
3. Quotations must be submitted with this form.
4. Equivalent items require MTA approval prior to award. These items must be identified on RFQ and accompanied by specifications and descriptive literature for MTA evaluation.
5. Vendor must complete and sign, in ink, the quotation.
6. Prices quoted shall be valid for a minimum of 90 days unless otherwise noted: \_\_\_\_\_
7. Vendor shall comply with all federal and state regulations and the Purchasing Department rules and regulations in effect at time of submission.
8. Any change of the vendor part number, as it is listed on the RFQ, must be identified by circling the number on the RFQ and completing the attached "Part Number Verification Request". The Part Number Verification Request form must be completed in full and submitted with the RFQ for any change in part numbers.

## SOLICITATION REQUIREMENTS:

1. Award to be made on the basis of the lowest evaluated bid price based on a combination of the unit price, delivery, and quality rating of commodity. In addition, all items are subject to the Small Business preference when applicable.
2. In the event of a single line item award, the awarded vendor will not impose a minimum dollar value. If they do, the single line item will be awarded to the next lowest evaluated bidder.

## Financial Disclosure by Persons Doing Business with the State:

Vendors and contractors providing materials, equipment, supplies or services to the State of Maryland herewith agree to comply with State Finance and Procurement Article, Sect. 13-221 of the Annotated Code of Maryland which requires that every business that enters into contracts, leases or other agreements with the State and receives in the aggregate of \$100,000 or more during a calendar year shall, within 30 days of the time when the \$100,000 is reached, file with the Secretary of State certain specified information to include disclosure of beneficial ownership of the business.

MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)  
MARYLAND TRANSIT ADMINISTRATION  
TERMS AND CONDITIONS  
(MANDATORY)

1. **GENERAL**  
The following are mandatory terms and conditions to be included in all purchase orders EXCEEDING \$25,000. It is also MTA'S policy to extend the inclusion of the following terms and conditions to all purchase orders under \$25,000.
- 1.1 **INCORPORATION BY REFERENCE**  
"All terms and conditions of the solicitation, and any amendments thereto, are made a part of this contract."
2. **TAX EXEMPTION**  
"The State is generally exempt from federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes, and transportation taxes. Exemption certificates shall be completed upon request. Where a contractor is required to furnish and install material in the construction or improvement of real property in performance of a contract, the Contractor shall pay the Maryland sales tax and the exemption does not apply."
3. **SPECIFICATIONS**  
"All materials, equipment, supplies or services shall conform to federal and state laws and regulations and to the specifications contained in the solicitation."
4. **DELIVERY AND ACCEPTANCE**  
"Delivery shall be made in accordance with the solicitation specifications. The State, in its sole discretion, may extend the time of performance for excusable delays due to unforeseeable causes beyond the Contractor's control. The State unilaterally may order in writing the suspension, delay, or interruption of performance hereunder. The State reserves the right to test any materials, equipment, supplies, or services delivered to determine if the specifications have been met. The materials listed in the bid or proposal shall be delivered FOB the point or points specified prior to or on the date specified in the bid or proposal. Any material that is defective or fails to meet the terms of the solicitation specifications shall be rejected. Rejected materials shall be promptly replaced. The State reserves the right to purchase replacement materials in the open market. Contractors failing to promptly replace materials lawfully rejected shall be liable for any excess price paid for the replacement, plus applicable expenses, if any."
5. **NON-HIRING OF OFFICIALS AND EMPLOYEES**  
"No official or employee of the State, as defined under State Government Article, § 15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this contract shall, during the pendency or term of this contract and while serving as an official or employee of the State become or be an employee of the contractor or any entity that is a subcontractor on this contract."
6. **NONDISCRIMINATION IN EMPLOYMENT**  
"The Contractor agrees not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability of a qualified individual with a disability and to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause."
7. **FINANCIAL DISCLOSURE**  
"The Contractor shall comply with State Finance and Procurement Article, § 13-221, Annotated Code of Maryland, which requires that every business that enters into contracts, lease or other agreements with the State and receives in the aggregate \$100,000 or more during a calendar year shall, within 30 days of the time when the \$100,000 is reached, file with the Secretary of State certain specified information to include disclosure of beneficial ownership of the business."
8. **POLITICAL CONTRIBUTION DISCLOSURE**  
"The Contractors shall comply with Election Law Article, §§ 14-101 - 14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland or a political subdivision of the State, including its agencies, during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administration Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election."
9. **ANTI-BRIBERY**  
"The Contractor warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the federal government or has engaged in conduct since July 1, 1977, which would constitute bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government."
10. **REGISTRATION**  
"Pursuant to § 7-201 et seq. of The Corporations and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State shall be registered with the State Department of Assessments and Taxation, 301 West Preston St., Baltimore, Maryland 21201, before doing any interstate or foreign business in this State. Before doing any intrastate business in this State, a foreign corporation shall qualify with the Department of Assessments and Taxation."
11. **CONTINGENT FEES**  
"The Contractor warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this agreement."
12. **EPA COMPLIANCE**  
"Materials, supplies, equipment, or services shall comply in all respects with the Federal Noise Control Act of 1972, where applicable."
13. **OCCUPATIONAL SAFETY AND HEALTH ACT (O.S.H.A.)**  
"All materials, supplies, equipment, or services supplied as a result of this contract shall comply with the applicable U.S. and Maryland Occupational Safety and Health Act standards."

MARYLAND DEPARTMENT OF TRANSPORTATION (MDOT)  
MARYLAND TRANSIT ADMINISTRATION  
TERMS AND CONDITIONS  
(MANDATORY)

14. **TERMINATION FOR CONVENIENCE**  
Upon written notice to the Contractor, the State may terminate this contract in whole or in part whenever the State shall determine that such termination is in the best interest of the State. The State shall pay all reasonable costs incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the Contractor may not be reimbursed for anticipatory profits. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21 07 01 12A(2)."
15. **TERMINATION FOR DEFAULT**  
When the Contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the State. Failure on the part of a Contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the Contractor is not entitled to recover any costs incurred by the Contractor up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21 07 01 11B."
16. **DISPUTES**  
This contract shall be subject to the provisions of Title 15, Subtitle 2, of the State Finance and Procurement Article of the Annotated Code of Maryland and COMAR 21 10 (Administrative and Civil Remedies). Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the contract in accordance with the procurement officer's decision."
17. **FUND AVAILABILITY**  
If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this contract shall terminate automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination."
18. **INTELLECTUAL PROPERTY**  
Contractor agrees to indemnify and save harmless the State, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of purchase or use of materials, supplies, equipment or services covered by this contract."
19. **MARYLAND LAW PREVAILS**  
The provisions of this contract shall be governed by the laws of Maryland."
20. **CONTRACTOR'S INVOICES**  
Contractors agree to include on the face of all invoices billed to the State, its Taxpayer Identification Number, which is the Social Security Number for individuals and sole proprietors and the Federal Employer Identification Number for all other types of organizations."
21. **PRE-EXISTING REGULATIONS**  
The regulations set forth in Title 21 of the Code of Maryland Regulations (COMAR Title 21) in effect on the date of execution of this Contract are applicable to this Contract."
22. **REPEALED**
23. **INDEMNIFICATION**  
The State shall not assume any obligation to indemnify, hold harmless, or pay attorney's fee that may arise from or in any way be associated with the performance or operation of this agreement."
24. **CONFLICTING TERMS**  
Any proposal for terms in addition to or different from those set forth in this purchase order or any attempt by the Contractor to vary any of the terms of this offer by Contractor's acceptance shall not operate as a rejection of this offer, unless such variance is in the terms of the description, quantity, price or delivery schedule, but shall be deemed a material alteration thereof, and this offer shall be deemed acceptable by the Contractor without the additional or different terms. If this purchase is an acceptance of a prior offer by the Contractor, the acceptance is expressly conditioned upon Contractor's assent to any additional or different terms contained herein. The Contractor understands and agrees that the terms and conditions of this purchase order may not be waived."
25. **DRUG AND ALCOHOL FREE WORKPLACE**  
The contractor warrants that the contractor shall comply with COMAR 21 11 08, and that the contractor shall remain in compliance throughout the term of this purchase order."

**MTA'S POLICY**

- **GOVERNMENTAL RESTRICTION**  
In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship, or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the supplier to notify the Purchasing Department at once, indicating in his letter the specific regulation which required an alteration. The State reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the State."
- **ASSIGNMENT**  
This Purchase Order and the monies which may become due hereunder are not assignable except with the prior written approval of the Procurement Officer."
- **BID AWARD-RESIDENT BUSINESS**  
Pursuant to Section 14-401 of the State Finance and Procurement Article of the Annotated Code of Maryland, the procuring agency shall give a percentage preference to the lowest responsive and responsible bid from a Maryland firm over that of a nonresident firm if the state in which the non-resident firm is located gives a resident business preference. The percentage of preference awarded under this section shall be the same as that awarded by the State in which the non-resident firm is located. This provision shall not apply if it conflicts with any federal grant or regulation affecting this contract."

MARYLAND TRANSIT ADMINISTRATION  
Mandatory Written Solicitation Requirements

**.01 Public Information Act Notice.**

A public information act notice is a mandatory provision for all requests for proposals. The following notice is preferred.

"Offerors should give specific attention to the identification of those Portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article Title 10 Subtitle 6, Annotated Code of Maryland."

**.05 No visual Access Clause.**

Except as provided in §B of this regulation, the following clause is a mandatory provision for each invitation for bid under COMAR 21.05.02 or request for proposals under COMAR 21.05.03 for the purchase of new or upgraded information technology:

"The bidder or offeror warrants that the information technology offered under this bid or proposal (1) provides equivalent access for effective use by both visual and non visual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and non visual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for non visual access. The bidder or offeror further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for non visual access will not increase the cost of the information technology by more than 5 percent".

"For purposes of this regulation, the phrase 'equivalent access' means the ability to receive, use, and manipulate information and operate controls necessary to access and use information technology by non visual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output."

- B. The non visual access clause is not required if the Procurement Officer makes a determination that:
- The information technology is not available with non visual access because the essential elements of the information technology are visual and non visual equivalence cannot be developed, or
  - The cost of modifying the information technology for compatibility with software and hardware used for non visual access would increase the cost of the procurement by more than 5 percent.
- C. The procurement officer may request such documentation as is reasonably necessary to implement this regulation.

**.06 Arrearages.**

An arrearages clause is a mandatory provision for all solicitations; the language may be varied but shall contain the following information:

"By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract Award."

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.07 Bid/Proposal Affidavit.

A. Each solicitation shall provide notice that the affidavit in §B of this regulation shall be completed and submitted to the procurement agency with the vendor's bid or offer.

B. Mandatory Solicitation Addendum. The solicitation addendum shall be in substantially the same form as follows:

BID PROPOSAL AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) \_\_\_\_\_ and the duly authorized representative of (business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. Certification Regarding Minority Business Enterprises.

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

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Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
  - (a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
  - (b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;
- (4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

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- (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)–(5) above;
- (7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
- (8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or
- (9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)–(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

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E AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

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F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

- (1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

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G SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

J. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

K DRUG AND ALCOHOL FREE WORKPLACE

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(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
- (2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
  - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
  - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
  - (c) Prohibit its employees from working under the influence of drugs or alcohol;
  - (d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
  - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
  - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
    - (i) The dangers of drug and alcohol abuse in the workplace;
    - (ii) The business' policy of maintaining a drug and alcohol free workplace;
    - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
    - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
  - (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §K(2)(b), above;
  - (h) Notify its employees in the statement required by §K(2)(b), above, that as a condition of continued employment on the contract, the employee shall:
    - (i) Abide by the terms of the statement; and
    - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;
    - (i) Notify the procurement officer within 10 days after receiving notice under §K(2)(b)(ii), above, or otherwise receiving actual notice of a conviction,



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corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

N. Repealed

O. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of (1) the State of Maryland, (2) counties or other subdivisions of the State of Maryland, (3) other states, and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_ By: \_\_\_\_\_ (Authorized Representative and Affiant)

MARYLAND TRANSIT ADMINISTRATION  
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STATE PROCUREMENT

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF YOUR KNOWLEDGE INFORMATION AND BELIEF.

Date: \_\_\_\_\_ By \_\_\_\_\_  
(Authorized Representative and Affiant)

.08 Conflict of Interest.

A. Definitions.

(1) In this regulation, the following terms have the meanings Indicated.

(2) Terms Defined.

- (a) "Conflict of interest" means that, because of other activities or relationships with other persons:
- (i) A person is unable or potentially unable to render impartial Assistance or advice to the State;
  - (ii) The person's objectivity in performing the contract work is or might be otherwise impaired; or
  - (iii) A person has an unfair competitive advantage,

(b) Person,

(i) "Person" has the meaning stated in COMAR 21.01.02.01B (64).

(ii) "Person" includes a bidder, offeror, contractor, consultant, Or subcontractor or sub consultant at any tier, and also includes An employee or agent or any of them if the employee or agent has or Will have the authority to control or supervise all or a portion of the Work for which a bid or offer is made.

B. A solicitation that will result in the selection of a contractor Who will assist a unit in the formation, evaluation, selection, award, Or execution of a State contract shall provide notice of the requirements of this regulation.

C. If the procurement officer makes a determination before award that facts or circumstances exist giving rise or which could in the future give rise to a conflict of interest, the procurement officer may Reject a bid or offer under COMAR 21.06.02.03B.

PROCUREMENT METHODS 21.05.080

D. Termination.

(1) After award, the State may terminate the contract, in whole Or in part, if it considers termination necessary to avoid an actual or Potential conflict of interest.

(2) If the contractor knew or reasonably could have been expected To know of an actual or potential conflict of interest before or After award and did not disclose it or misrepresented relevant information To the procurement officer, the State may terminate the contract For default, institute proceedings to debar the contractor from Further State contracts, or pursue other remedies as may be permitted By law or the contract.

E. A conflict of interest may be waived if the procurement officer, with approval of the agency head or designee, determines that waiver is in the best interest of the State. The determination shall state the Reasons for the waiver and any controls that avoid, mitigate, or neutralize the conflict of interest.

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F. A bidder or offeror responding to a solicitation that will result in the selection of a contractor who will assist a unit in the formation, evaluation, selection, award, or execution of another State contract shall provide the affidavit and disclosures set forth in §G of this regulation to the procurement officer with the bid or offer and at other times as may be required by the procurement officer.

G. The affidavits and disclosures required by §F of this regulation shall be in substantially the same form as follows:

**CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B (64) and includes a bidder, offeror, contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

**STATE PROCUREMENT**

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail--attach additional sheets if necessary):

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E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Date \_\_\_\_\_: By \_\_\_\_\_

MARYLAND TRANSIT ADMINISTRATION  
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STATE PROCUREMENT

21 05.08.09

MERCURY CONTENT INFORMATION:

The product(s) offered do not contain mercury.

OR

The product(s) offered do contain mercury.

- (1) Describe the product or product component that contains mercury.
- (2) Provide the amount of mercury that is contained in the product or product component.  
Indicate the unit of measure being used.

**I ACKNOWLEDGE THAT** this affidavit is to be furnished to the procurement officer and may be distributed to units of (1) the state of Maryland (2) counties of other subdivisions of the state of Maryland; (3) other states and (4) the federal government. I further acknowledge that this affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this affidavit or any contract resulting from the submission of this bid or proposal shall be constructed to supersede, amend, modify, waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this affidavit, (2) the contract, and (3) other affidavits comprising part of the contract.

**I DO SOLEMNLY DECLASRE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF**

\_\_\_\_\_ By \_\_\_\_\_  
Date Signature

Print Name: \_\_\_\_\_  
Authorized Representative and Affiant

**MARYLAND TRANSIT ADMINISTRATION  
MATERIAL MANAGEMENT DEPARTMENT**

**PART NUMBER VERIFICATION REQUEST**

VENDOR:  DATE:

Please review the following information. The part number/s ordered do not coincide with the part number/s referenced on your packing slip. In the space provided, please explain the reason (i.e. superceded part number), verifying that there has been no change to form, fit, or function and that the variance in part numbers represent only a superceded number.

MTA PO Number	MTA Part Number	Description	Part Number Ordered	Part Number on Packing Slip	Explanation/Comments

Researched and verified that there is no change to form, fit, or function and that the variance in part number represents only a superceded part number. This verification has been substantiated and researched by:

Vendor Representative:  Title:

Vendor Representative: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**MTA Office Use Only**

Received By:  Date:

Approved By:  Date:

System Updated By:  Date: