



# Memorandum

TO: Prospective Bidders  
CC:  
FROM: Southeastern Regional Transit Authority (SRTA)  
DATE: April 15, 2026  
RE: Bus Rooftop Staging (Qty: 1 Unit)

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## Background:

The Southeastern Regional Transit Authority (SRTA) is responsible for public transit services in ten (10) communities within the Southeastern Massachusetts region, and is funded with Federal, State, and local subsidies, as well as farebox revenue. The SRTA was created pursuant to Commonwealth of Massachusetts General Laws, Chapter 161B, and thus is considered a political subdivision of the Commonwealth of Massachusetts. The SRTA is required to comply with the mandates of the Americans with Disabilities Act (ADA), as are the entities with which it contracts for transit.

The resultant contract is subject to financial assistance contracts between the SRTA and the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) and Massachusetts Department of Transportation (MA DOT). As such, all Contractors must comply with all applicable Equal Employment Opportunity laws and regulations.

This agreement is subject to any applicable guidelines for project administration issued by the Federal Transit Administration of the Department of Transportation of the U.S. Government and all other applicable laws, rules, and regulations. The SRTA reserves the right to reject any all proposals, or any part of any proposal that the SRTA deems it in its best interest to do so.

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700 Pleasant St., Suite 530, New Bedford, MA 02740  
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Scope of Work/ Specifications:

The SRTA is seeking quotes for the acquisition or purchase of one (1) **Bus Rooftop Staging unit**. The price quoted must include both delivery and installation. Specifications are outlined below.

Construction:

- Framing – All piping shall be at a minimum of 1 inch in diameter schedule 40. All box tubing shall be at a minimum of 2 x 2 with 3/16 thickness. All connections must be welded.
- Safety Railing – Railing must be 42 inches in height and made of a minimum of 1 inch, schedule 40 piping.
- Walking platform – Walking area must be at a minimum of ¾ inch thick and be coated with an anti-skid type material. These platforms must have toe boards installed on the outside of the staging and with gap fillers.
- Staircase – Staircase must be detachable and on casters. Stair treads must be coated or have anti-skid type material.
- Casters – Casters must be of heavy-duty construction and lockable.
- Swing Gates – There shall be swing gates at both ends of the staging. These gates shall swing and join at both far ends. These gates shall be equipped with a locking latch of some type.
- Color – the staging may be painted in Safety Yellow, Red or Orange
- All components must meet or exceed OSHA standards stated in section 1910.29.
- All materials used in the construction thereof shall be able to withstand the conditions and usage of a public transit maintenance facility environment.
- Max Capacities must be clearly marked.

Dimensions:

- Length -The length of the staging should not exceed or be less than 36ft in total.
- Height -The total height of the staging should not exceed or be less than 13ft, this includes a minimum of 42 inches for safety railing height.
- Walking platform – Minimum width of 36 inches. Adjustable working height is preferred but not required.
- Staircase – the stairs shall be 36 inches in width

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Delivery to:

New Bedford Maintenance Facility  
65 Potomska Street  
New Bedford, MA 02740

Submission Criteria:

Completed submissions should be submitted via email to [chebert@srtabus.com](mailto:chebert@srtabus.com) or faxed to (508) 993-9196 and should include or denote the following:

- Subject Line (Email Line or Cover Letter)
  - SRTA Acquisition of Bus Rooftop Staging
- Submittal Package
  - Uniform Bid Sheet (Attachment)
  - Standard Company Quotation Form
  - Technical Specifications (Warranty, Operator Manuals, Maintenance Plans, etc.)

Estimated Key Action Dates:

The dates in the following table are only estimates and are provided to illustrate the current expectations for the timing of actions related to this Project and the resultant Award:

<b>Key Action</b>	<b>Date</b>
Release	April 15, 2026
Submittal Package Due	April 29, 2026
Award (Date Estimated)	May 7, 2026

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Additional Information:

In compliance with the procurement guidelines set forth by the Federal Transit Administration (FTA), any Vendor looking to conduct business with the Southeastern Regional Transit Authority (SRTA) are required to demonstrate responsiveness, responsibility, and must sign off on applicable Federal Clauses.

Note: The relevant Federal Clauses and responsibility determination information will be forwarded to the selected Vendor, however, this information is available upon request.

Pricing Note: The SRTA is a tax-exempt agency and will be paying in full via company check. The applicable Certificate of Exemption (Form ST-2) can and will be provided to the successful Vendor.

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