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AUG 01 2023

TOPEKA METROPOLITAN  
TRANSIT

Capital Mail Service  
P.O. Box 744  
Topeka, Kansas 66601-0744

Topeka Metropolitan Transit Authority  
Attn: Richard Appelhaz  
201 North Kansas Avenue  
Topeka, Kansas 66603

Mr. Appelhaz

My name is Clarence Payne and I own Capital Mail Service. I have been in business since 1975 serving the Topeka area. I am not in competition with the United States Post Office. We work thru them delivering mail from the post office to the customer and from the customer back to the post office. We also deliver packages anywhere in the Topeka area and do inter-office mail for some clients. We also provide bank service including deposit trips to and from several banks in the Topeka, area

My company is now serving: Topeka Metropolitan Transit Authority (Metro), Security Benefit, Kansas Gas Service, Evergy Kansas Central Inc., Burlington Northern Santa Fe Railway, Kansas Bankers, Kansas State High School Activities Association, H. Kent Hollings Atty., Kansas Hospital Association, Kansas Electric Power Co-op, Kansas Electric Cooperatives, Inc., USA Couriers, Midwest Wholesale Co. and Young Williams Kansas Payment Center.

We have all the requirements requested plus more! My employees, Steve Magistro and Timothy Marshall, are part of my family! They are very trustworthy and reliable. Both Steve and Timothy have worked for me for many years and are outstanding individuals.

Thank you, for the opportunity to bid on your contact to serve your company and employees again! Your company is very important part of my business.

  
Clarence A. Payne

Owner

Phone # 785-640-3326

COVER SHEET

**Proposer Information**

Company Name CAPITAL MAIL Service  
Address 801 S.E. Consuelo St  
City, State, Zip Tecumseh, KANSAS 66542  
Main Phone 1-785-640-3326

**Contact Person Information**

Name Clarence A. Payne  
Job Title OWNER  
Phone 1-785-640-3326 Cell  
Alt. Phone 1-785-640-3326 Home  
Email Clarence66542@gmail.com

Signature Clarence A. Payne

Date: 8-7-2020

**PRICE QUOTE**

**ADMINISTRATION 201 N KANSAS AVE**

Courier Service Once Per Week on Fridays	\$	<u>19.61</u> Per TRIP
Additional Fees or Surcharges	\$	<u>213.00</u> Bond Requirement Yearly
Additional Items	\$	<u>0</u>

**QUINCY STREET STATION 820 SE QUINCY**

Courier Service Daily Mondays Thru Saturdays	\$	<u>19.61</u> Per TRIP
Additional Fees or Surcharges	\$	<u>0</u>
Additional Items	\$	<u>0</u>

**TOTAL COST PER WEEK** \$ 137.30

**TOTAL COST PER MONTH** \$ 595.00

*Yearly Total 7,353.00*

**No additional charges will be accepted if not listed above.**

Topeka Metro is tax exempt and will obtain a Project Exemption Certificate from the Kansas Department of Revenue. Do not include sales tax in your proposed price.

**Maximum Percentage Increase:**

Year 2 0

Year 3 0

Year 4 0

Year 5 0

Complete your price quote in one of two ways:

- 1) Complete a price quote for each year of the contract.
- 2) Complete a price quote for the first year of the contract and show the maximum percentage increase for years 2-5.

**DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION**

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro's overall 2019-2021 goal for DBE participation is 2.00%; the race neutral goal is 1.12%, and the race conscious goal is 0.88%. There is no contract goal for this procurement.

The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from Metro.

The contractor may not hold retainage from its subcontractors.

The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

Signature: Charence A. Payne

Name and Title: OWNER

Company Name: CAPITAL MAIL SERVICE

Date: 8-7-2020

**NON-COLLUSION CERTIFICATION**

This is my sworn statement to certify that this proposal was not made in the interest of or on behalf of any undisclosed entity. This proposal is not collusive.

This proposer has not been a party to any agreement or collusion in restraint of freedom of competition by agreement to bid a fixed price, to refrain from bidding, or otherwise. This proposer has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Topeka Metropolitan Transit Authority, or of any proposer, or anyone else interested in the proposed contract.

Signature: Clarence A Payne

Name and Title: OWNER

Company Name: CAPITAL MAIL SERVICE

Date: 8-7-2020

**SUSPENSION / DEBARMENT CERTIFICATION**

**In regard to 2 CFR Parts 180 and 1200**

In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates:

- 1) is included on the federal government's suspended and debarred list;
- 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified;
- 3) within three years preceding this proposal, has been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and
- 5) has had any public transaction terminated for cause or default within three years preceding this proposal.

The contractor is required to include this requirement in any subcontracts related to this contract.

By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government's suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

Signature: Clarence C. Payne

Name and Title: OWNER

Company Name: CAPITAL MAIL SERVICE

Date: 8-7-2020