

(EXAMPLE FORM LETTER)

Project No.

Subject: Request to Purchase and Stockpile Proprietary Signal Equipment

State Urban Engineer
Virginia Department of Transportation
1221 E. Broad Street
Richmond, Virginia 23219

Dear Mr. _____ :

We hereby request to be permitted to purchase and stockpile the following proprietary signal controller(s) and cabinet(s) for future installation on the above project by the Virginia Department of Transportation's contractor:

Table with 4 columns: No., Brand Name & Model Controller, Brand Name & Model Cabinet, Estimated Cost. It contains three empty rows for data entry.

The following information is furnished in accordance with the Virginia Department of Transportation Guidelines for Use of Proprietary Signal Controllers and Cabinets:

- 1. Number of signalized intersections in the Municipality (fixed time, traffic actuated)
2. Number of signalized intersections (fixed time, traffic actuated) controlled by controller(s).
3. The controller(s) (will, will not) be interconnected to existing signal system.

Description of existing system, if to be interconnected

Three horizontal lines for describing the existing system.

4. Our present maintenance personnel have been predominantly trained in _____ controller(s).
5. Our present maintenance equipment is designed to service _____ controller(s).
6. The equipment for which this request is made will be obtained by means which will result in a cost equal to or less than the acceptable market value at the time of purchase.

Sincerely,