

## SECTION 17

### SUBMISSION OF PROPOSAL

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#### 17.1 HAND DELIVERY OR MAILING OF PROPOSALS

- A. Offerors shall deliver or mail proposals to:
- Ms. Gerri Hill, Manager  
Contract Administration  
Virginia Railway Express  
1500 King Street, Suite 202  
Alexandria, VA 22314
- B. A proposal may be mailed, delivered by private courier, express mail or delivered in person to VRE in Alexandria, VA prior to the proposal closing date and time, between 9:00 A.M. and 5:00 P.M. EDT, Monday through Friday.
- C. It is the responsibility of the Offeror to assure that its proposal is delivered to the place designated for receipt of proposals on or before the day and time set for receipt of proposals. The VRE receptionist's clock in the foyer is the official time clock.
- D. Electronic, facsimile or verbal proposals shall **not** be accepted.
- E. Proposals shall be kept unopened until after the closing date and time.

#### 17.2 PROPOSAL CLOSING DATE

Proposals must be received by VRE at **10:00 A.M. EDT**. on the date specified on Page 1 of this RFP.

