

PUBLIC NOTICE

REQUEST FOR PROPOSALS (RFP)

**OLEAN AREA TRANSIT SYSTEM
BUS SERVICE PROPOSAL**

Requests for Proposals are being solicited by the City of Olean to procure Olean Area Transit System Bus Service within the geographic area of the City of Olean (the City) and its environs to meet the needs of the general public, as well as individuals affiliated with organizations that have agreed to participate in agreements to share operating costs in a fair and rational manner among coordinating partners.

The period of the services sought by this procurement shall be June 1, 2024, through May 31, 2025, with an option to renew for up to three one-year extensions.

A pre-proposal conference is scheduled for Wednesday, November 29th, 2023, at 2:00 p.m. in the Second Floor conference room, Room 211 of the Olean Municipal Building, 101 East State Street, Olean, NY.

Questions concerning the Request for Proposal, bid specifications and requests for clarification will be received by Friday, December 8, 2023. Such questions and requests may be addressed to Keri L. Kerper, Program Coordinator, Department of Community Development, Olean Municipal Building, Room 209, 101 East State Street, Olean, NY 14760, telephone: 716-376-5647 or fax 716-376-5644.

Proposals will be accepted until Tuesday, January 9th, 2024, 2:00 p.m. at the offices of the Department of Community Development, Olean Municipal Building, Room 209, 101 East State Street, Olean, NY 14760. Proposals must be submitted on the prescribed Proposal Form. All proposals must be sealed and clearly marked:

ATTENTION: OLEAN AREA TRANSIT SYSTEM -BUS SERVICE PROPOSAL

The Request for Proposal documents, including instructions for submitting proposals, are on file at the offices of the Department of Community Development, where copies and clarifications on the proposal documents may be requested from Keri L. Kerper, Department of Community Development Program Coordinator, telephone: 716-376-5647 or by e-mail at kkerper@cityofolean.org or found online via the following webpage: <https://cityofolean.org/request-for-proposal/>

All responses to the RFP must include executed copies of the required certifications and bid forms. Any response not containing these items, or any submission not so marked or received at the time and place designated in this RFP will not be considered. One original copy of all responses to the RFP, including Materials to be submitted with Bid, including the required certifications and signature pages, is required. However, The City of Olean requests respondents to provide two additional copies of their complete responses to the RFP. The additional two copies do not need to include original signatures.

An executed Non-Collusive Bidding Certification shall accompany each proposal. Failure to provide this certification will result in not having the bid read. No Respondent may withdraw their bid for a period of 45 days after opening.

The contract award will be made by the City of Olean after consideration of proposal evaluation factors, as listed in the Request for Proposal document. The contract will be awarded following the review and ultimate approval by the Olean Common Council.

Prospective proposers are advised that the services to be provided under any contract arising from this procurement may be financed, in part, by grants provided by New York State and/or the Federal government and local resources and that withdrawal of such funds may result in a reduction or termination of the services requested pursuant to this RFP. Required Federal Transit Administration and New York State contract clauses and certifications are included in the Contract Documents. All applicable laws, rules, and regulations shall apply to the contract awarded to, and to be executed by, the Successful Proposer.

All potential respondents are notified that disadvantaged and minority/women-owned enterprises and certified Service-Disabled Veteran-owned enterprises are encouraged to submit responses to this request. The City of Olean will ensure that respondents to this request will not be discriminated against based on sex, race, color, creed or national origin in consideration of an award.

The City of Olean reserves the right to reject any or all proposals, bids, to waive any informality, and to withdraw this solicitation at any time. The City of Olean is an equal opportunity employer.

Keri L. Kerper
Program Coordinator
Department of Community Development
Olean Municipal Building, Room 209
101 East State Street
Olean, NY 14760