



# Legal Notice

## Request for Request for Proposals (RFP) for Vanpool Program

City of Spartanburg  
P.O. Box 1749  
187 W. Broad Street  
Spartanburg, SC. 29306  
Email: [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org)

**April 16, 2024**

**NOTICE IS HEREBY GIVEN:** SPARTA is requesting proposals from qualified vendors to provide professional services for its Vanpool Program. Services to support the vanpool program include leasing; fleet management; maintenance; driver requirements and support; invoicing and accounting; and data collection and reporting. The program will provide a financial subsidy, targeted at 50% per vehicle for eligible vanpools groups to offset vanpool costs consistent with FTA Circular 9030.1D.

### **Proposal No: 2324-05-14-01**

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

The deadline for submittals is 3:00 P.M EST on Friday, May 14, 2024, no later than 3 PM, City Hall, City of Spartanburg Administration Building 187 W. Broad St. Spartanburg, SC 29306, at which the time they will be publicly opened and read aloud in the Procurement Conference Room, the same location.

For questions regarding the RFP, please contact [cwright@cityofspartanburg.org](mailto:cwright@cityofspartanburg.org). All questions must be submitted by email and be submitted by 12:00 noon on Friday, May 7, 2024. All answers will be publicly posted on the procurement website.

Proposals can be hand-delivered or mailed to the following address:

City of Spartanburg  
**PO Box 1749**  
187 W. Broad Street  
Spartanburg, SC. 29306

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at [www.cityofspartanburg.org](http://www.cityofspartanburg.org) by following the links for Invitations for bids. The following Proposal Number Must be placed on the outer envelope in order for the bid to be Stamped in as accepted on time: **Proposal No: 2324-05-14-01**