

PUBLIC NOTICE

REQUEST FOR PROPOSALS (RFP)

BOOKKEEPING SERVICES

OLEAN URBAN RENEWAL AGENCY (OURA)

The Olean Urban Renewal Agency is requesting proposals for the services of a qualified bookkeeper to provide bookkeeping and related financial support services to the OURA.

Copies of the proposal document may be requested from Keri Kerper, Department of Community Development Program Coordinator by telephone: 716-376-5647 or accessed online at www.cityofolean.org.

Proposals will be accepted until March 31, 2026 by 2:00 p.m. at the offices of the OURA, Olean Municipal Building, Room 209, 101 East State Street, Olean, NY 14760. All proposals must be sealed and clearly marked "OURA Bookkeeping Proposal".

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 OURA after consideration of proposal evaluation criteria, as listed in the Request for Proposals document.

All potential respondents are notified that disadvantaged and women-owned enterprises, minority-owned enterprises, service-disabled and veteran-owned enterprises are encouraged to submit responses to this request. The OURA 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 OURA reserves the right to reject any or all proposals, bids, to waive any informality, and to withdraw this solicitation at any time.

Keri L. Kerper
OURA Chief Executive Officer
Olean Urban Renewal Agency, Room 209
101 East State Street
Olean, NY 14760