

REQUEST FOR PROPOSALS NOTICE

LEGAL SERVICES—LABOR & EMPLOYMENT LAW RFP #01-16

Notice is hereby given that *CTtransit* is requesting Proposals from qualified Vendors to provide Legal Services—Labor and Employment Law for our Hartford, New Haven, and Stamford Divisions. Services shall be based on all provisions, conditions, instructions, and specifications as outlined in the Proposal. Forms, instructions and specifications are available from the Purchasing Department of *CTtransit*; by emailing Proposers complete company information (company name, address, telephone number, fax number, contact person, and email address) to bsheridan@cttransit.com or by calling Bonnie Sheridan, Purchasing & Contracts Officer (PCO), (860) 707-1276. Proposal clarifications, questions, and/or Proposal suggestions will be received until **10:00 am on Thursday, August 27, 2015** and Proposals are due no later than **2:00 pm Tuesday, September 15, 2015**. Sealed Proposals should be clearly marked "**LEGAL SERVICES—LABOR & EMPLOYMENT LAW**" in capital letters and sent to the attention of Bonnie Sheridan, Purchasing & Contracts Officer at PO Box 66, Hartford, CT 06141-0066 or 100 Leibert Road, Hartford, CT 06120 for hand delivery. Any Proposal received thereafter shall not be considered and will be returned to the Proposer. It is the responsibility of the Proposer to assure that its Proposal arrives at the designated location and person by the specified time stated above.

The H.N.S. Management Company, Inc. (d/b/a *CTtransit*) is a Subsidiary Corporation of First Transit Group, Inc. established as the legal entity to perform a service contract with the State of Connecticut. *CTtransit* is the Connecticut Department of Transportation owned bus system, which provides fixed route bus service within 53 towns in the Hartford, New Haven, and Stamford metropolitan areas. An operating division is located in each of the three metro areas from which the local transit service is provided.

CTtransit is the principal operator of fixed-route bus transit service in the greater Hartford, New Haven, and Stamford areas under contract from the Connecticut Department of Transportation (CTDOT), Bureau of Public Transportation. CTDOT contracts with a private management company (First Group America) to oversee day-to-day operations. *CTtransit* currently employs 906 union and 185 salaried employees, with the following breakdown in each of the three divisions: Hartford: 523 union and 117 salaried employees; New Haven: 255 union and 49 salaried employees; Stamford: 95 union and 19 salaried employees.

Issuance of the Request for Proposal does not commit *CTtransit* to award any contract. *CTtransit* reserves the right to waive any irregularities and formalities, to reject any and all Proposals submitted, to re-advertise and to make contracts in the best interest of *CTtransit* and/or the Department of Transportation of the State of Connecticut.

Bonnie Sheridan
Purchasing & Contracts Officer

AN AFFIRMATIVE ACTION-EQUAL OPPORTUNITY EMPLOYER