

DOING BUSINESS WITH THE NFTA

A GUIDE FOR SUPPLIERS AND CONTRACTORS

The Niagara Frontier Transit Authority was created by an act of the New York State Legislature in 1967 to provide a regional entity that could develop, operate and maintain transportation systems and services for the people of Erie and Niagara Counties.

The NFTA is a regional multi-modal transportation authority responsible for air and surface transportation in Erie and Niagara counties. NFTA businesses include bus, rail, and ADA paratransit system, two international airports and transportation centers in Buffalo and Niagara Falls.

The Metro public transit system provides urban and rural public transportation services within the two-county service areas. Metro's 317 buses, 74 paratransit vehicles and 27 rail cars operate up to 20 hours each day, seven days a week, to serve the nearly 1.2 million residents of the region. There are 62 bus routes over which Metro provides 8.5 million bus miles of service each year. The Metro Rail line is 6.4 miles long and the rail cars travel over 928,000 miles each year. Metro carries 70,000 passengers on buses and 15,000 on passenger rail cars per day. On an annual basis, system ridership totals approximately 26.5 million passenger trips.

The Buffalo Niagara International Airport is the primary commercial service airport in Erie and Niagara Counties. The Niagara Falls International Airport is an attractive alternative to currently congested major North American international airports.

NFTA Procurement Mission

Our mission is to procure high-quality materials and services that help us provide safe and reliable transportation, transportation services, and facilities for our customers. In order to accomplish our mission, we rely on a wide range of suppliers, consultants, and contractors who can meet or exceed our specifications and deliver on time, every time, at a fair and reasonable cost. It is our intention to encourage and promote open competition and ensure fairness and equity in the procurement/contracting process.

Doing Business with the NFTA - A guide for suppliers and contractors

The information provided here is intended to help suppliers, consultants and contractors identify solicitations on which they would like to bid or make a proposal. It is not a substitute for the official procurement documents. All award decisions are based solely on the content of the official bid documents.



Frequently Asked Questions

How can I find out about upcoming opportunities?

To reach as many potential suppliers, consultants, and contractors as possible the NFTA uses several methods, including our website to announce procurement opportunities.

Register on-line

Visit the NFTA Procurement's website (<https://www.nfta.com/departments/procurement>) to learn how to how to register on the NFTA's EProcurement portal. Registration is mandatory to participate in the NFTA's formal competitive procurements and to download procurement documents and submit a proposal/bid.

For Engineering and Construction opportunities, go to the website, select NFTA Departments and click on "Engineering."

Check the Newspapers

Advertisements announcing most of our procurement needs appear in the Buffalo News, the Niagara Gazette and the Buffalo Challenger. Other newspapers and periodicals may be used under special circumstances.

The Primary Source

The New York Contract Reporter

All advertised procurement solicitations, that are estimated to exceed \$25,000, appear in the New York State Contract Reporter. For subscription information, contact the New York Contract Reporter at www.nyscr.gov or call 1-518-292-5266.

How does the procurement process work?

All procurements estimated to exceed \$25,000 are advertised. We solicit bids and proposals in the following ways:

Informal Bids

When buying materials and services for under \$25,000 we call or email potential sources for quotations. We look at our registered Suppliers List and other sources to locate qualified suppliers.

Invitation for Bid

An invitation for Bid is used to obtain bids for purchases estimated to exceed \$25,000. Potential suppliers and contractors submit bids that are opened at a public meeting, at a location, date and time specified in the Bid. Invitations to Bid for contracts over \$25,000 are advertised; registered suppliers are notified by email via the NFTA's E-Procurement portal.

Request for Proposal (RFP)

We send Requests for Proposals when a contract is completely negotiated. Requests for Proposals estimated to exceed \$25,000 are advertised. Registered suppliers are notified by email. A selection of committee evaluates the proposals and, based on the selection criteria set forth in the RFP, negotiates with the most qualified proponent before awarding a contract.

How does the NFTA decide who is awarded a contract?

The procedures for making awards differ depending on whether the contract is based on Informal Bids, an Invitation for Bid, or a Request for Proposal. For Informal Bids and Invitation for Bids, contracts or Purchase Orders are awarded to the lowest responsive and responsible bidder. The NFTA determines if the lowest responsible bidder can responsibly fulfill the contract or purchase order. Delivery performance, quality, and ability to meet bid specifications are all important considerations when evaluating a bidder's level of responsiveness.

For contracts based on RFP's, a number of criteria are considered. Pertinent experience, proven management skills, MWBE and SDVOB utilization, qualified key personnel, ability to perform within the given time constraints, past performance, cost and other criteria specific to each contract, are all part of the evaluation that leads a contract award.



What we procure:

- Airport Equipment and Services
- Building Maintenance Supplies and Services
- Bus, Truck, Automobile and Rail Car Parts
- Chemicals
- Computer Hardware and Software
- Consultant Services
- Equipment
- Equipment Repair
- Facilities Maintenance
- Fire Fighting Supplies
- Fuels and Lubricants
- Graphic Supplies and Services
- Miscellaneous Materials and Services
- MRO/Industrial Supplies & Hardware
- Office Supplies & Copy Paper
- Office Equipment
- Pest Control
- Printed Materials
- Rolling Stock
- Safety and First Aid Supplies
- Security Services
- Telecommunications
- Uniforms
- Utilities
- Vehicles and Special Heavy Duty Equipment
- Vehicle Maintenance Repair

Helpful Resources - Quicklinks

[NFTA Website](#)

[NFTA Procurement Website](#)

[NFTA Bonfire Portal](#)

[NFTA DBE Certification System](#)

[New York State Contractor Reporter](#)

[ESD - MWBE New Certification](#)

[NYS OGS Division of Service-Disabled Veterans' Business Development](#)

**Thank you for doing
business with the**



For General Procurement Questions, contact the
NFTA's Procurement Department at procurement@nfta.com.