



To: Transportation Rental Service Provider
From: Michael Padella, City Administrator
Date: June 27, 2025
Subject: Request for Bids (RFB) – Bus Rental & Transportation Services

The City of Cottleville is seeking bids from qualified transportation providers for **bus rental and transportation services** for approximately **104 guests** on **Sunday, September 14, 2025**, between the hours of **12:00 PM and 4:30 PM**.

Background:

The City of Cottleville is partnering with the Missouri Municipal League (MML) as part of their annual conference, held at the **St. Charles Convention Center**. As part of the conference kickoff events, attendees will be offered a round-trip excursion to Cottleville's **Old Town District**, where they can explore local shops, restaurants, and entertainment venues.

Scope of Services & Tentative Itinerary:

The successful bidder will be expected to provide transportation for **up to 104 pre-registered participants** as follows:

1. **12:15–12:30 PM:** Load buses at St. Charles Convention Center
2. **12:35 PM:** Depart for Old Town Cottleville
3. **12:45 PM:** Arrive in Old Town Cottleville (tentative drop-off at Public School House)
4. **3:30–3:45 PM:** Load buses at Frankie Martin's Garden (tentative pick-up site)
5. **3:50 PM:** Depart Old Town Cottleville
6. **~4:00 PM:** Return to and unload at St. Charles Convention Center

Quote Requirements:

Please provide a written proposal that includes:

- Number and type of vehicles proposed
- Total cost and detailed breakdown of all associated fees
- Any applicable terms and conditions

Proposal Deadline:

All proposals must be submitted no later than **5:00 PM on Wednesday, July 10, 2025**.

For questions regarding the scope or to submit a proposal/bid, please contact Michael Padella at (636) 498-6565 ext. 204 or Michael.padella@cityofcottleville.com.