



CITY OF ALBANY, OREGON REQUEST FOR PROPOSALS (RFP)

Janitorial Services for Police Building Proposals Due by 2:30 p.m. (Pacific Time), Tuesday, March 15, 2022

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals for janitorial services for the police building for a contract term of three years beginning approximately May 1, 2022, through April 30, 2025, with an option to extend the contract for two additional, one-year terms. The scope of services include:

- General cleaning, floor cleaning, and restroom/locker room cleanings, four days a week (Monday, Wednesday, Friday, and Sunday), between the hours of 8:00 a.m. and 12:00 p.m.
- Follow all City required Oregon Health Authority (OHA) and OSHA COVID-19 guidelines and safety requirements.


A Mandatory Pre-proposal Site Visit will be held Wednesday, February 23, 2022, at the Albany Police Department, 2600 Pacific Boulevard SW, in the Community room, 1:00-2:00 p.m. All attendees must confirm their intent to attend and limit attendance to one representative from each vendor firm. Contact Diana Eilers at diana.eilers@cityofalbany.net to confirm attendance. In response to the COVID-19 virus, all attendees are required to wear face coverings and practice social distancing of six feet.

The Request for Proposals can be downloaded from the City of Albany website at <https://www.cityofalbany.net/bids>. The City will post all addenda on the City website. Prospective proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at diane.murzynski@cityofalbany.net.

Proposal responses must be submitted to procurement@cityofalbany.net, not later than 2:30 p.m. (Pacific Time), Tuesday, March 15, 2022. Submittals will be considered time-stamped and received by the City when received in the Procurement inbox. The email subject line should include the project name "Janitorial Services for Police Building".

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 14TH DAY OF FEBRUARY 2022.


Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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