



**CITY OF ALBANY, OREGON**  
**REQUEST FOR PROPOSALS (RFP)**

**Mail Delivery & Courier Services**

**Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, October 4, 2022**

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals from qualified vendors for mail delivery and courier services. The contract will be for a three-year contract term, beginning December 1, 2022, through November 30, 2025, with the option to renew for two additional, one-year terms upon agreement by both parties.

The scope of services include:

- Pick up mail at the post office loading dock for two (2) City addresses
- Deliver mail from post office to City Hall
- Provide courier mail delivery services to departments outside of City Hall, which includes Albany Fire Department stations, Public Works Operations, and Transit
- Deliver hospital supplies as needed from Albany General Hospital to Fire Station 11

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, CPP, CPPO, Purchasing Coordinator, at [contracts@cityofalbany.net](mailto:contracts@cityofalbany.net).

Proposal responses must be submitted to [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net), not later than 2:00 p.m. (Pacific Time), Tuesday, October 4, 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 "Mail Delivery & Courier Services".

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 31ST DAY OF AUGUST 2022.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

Diane M. Murzynski, CPP, CPPO, CPPB  
Purchasing Coordinator

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