



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

**Leased Copier Replacement**

**Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, April 11, 2023**

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals from qualified vendor to provide leased copiers to city departments, including ongoing support and maintenance. The contract will be for a five-year term, with an option to extend the contract five additional one-year terms, commencing June 2023.

The Request for Proposals may 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, Contracts & Procurement Officer, at [diane.murzynski@cityofalbany.net](mailto:diane.murzynski@cityofalbany.net), and Luke Cotton, IT Project Manager, at [luke.cotton@cityofalbany.net](mailto:luke.cotton@cityofalbany.net).

Time is of the essence to acquire a qualified vendor to ensure a contract is in place by June 1, 2023. Proposal responses must be submitted to Diane Murzynski, in the Finance Department, at [procurement@cityofalbany.net](mailto:procurement@cityofalbany.net), not later than 2:00 p.m., (Pacific Time), Tuesday, April 11, 2023. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line shall include the project name "Leased Copier Replacement".

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 15TH DAY OF MARCH 2023.

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

Diane M. Murzynski, NIGP-CPP, CPPO, CPPB  
Contracts & Procurement Officer

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