



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)

Laboratory Analytical Services-City Industrial Compliance
Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, May 2, 2023

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals from ORELAP/NELAP accredited laboratories, preferably in Oregon, that can demonstrate competency and experience providing non-potable water quality analysis and reporting services for a period of five years, commencing July 1, 2023, through June 30, 2028. The scope of services include:

- ORELAP/NELAP accredited laboratory in non-potable water.
- Provide analysis of wastewater effluent samples.
- Provide a Quality Assurance Plan.
- Provide pdf and electronic data deliverable (EDD) report formats.
- Provide bottles, coolers, ice packs, and preservative.
- Provide a project manager for sample coordination, reporting, and troubleshooting.

Solicitation documents may be downloaded from the City of Albany website at <https://www.cityofalbany.net/bids>, or examined at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, Monday through Friday, 8:00 a.m. to 5:00 p.m. There is a \$35 charge to receive a printed copy of the documents.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts & Procurement Officer, at diane.murzynski@cityofalbany.net, and Jolene Willis-Lujan, Environmental Services Manager, at jolene.willis-lujan@cityofalbany.net.

Proposals must be submitted electronically to Diane Murzynski, in the Finance Department, at procurement@cityofalbany.net, and received not later than 2:00 p.m., (Pacific Time), Tuesday, May 2, 2023, or any extension of the time made by addendum. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line should include the project name "Laboratory Analytical Services-City Industrial Compliance". Proposals received after the closing date and time will not be opened or reviewed. Proposals shall be valid for 120 days after opening unless otherwise specified.

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 3RD DAY OF APRIL 2023.

Diane M Murzynski

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

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