



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Integrator of Record

Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, May 9, 2023

Notice is hereby given that the City of Albany (City), Oregon, is soliciting proposals for an Integrator of Record to provide water and wastewater control system and instrumentation integration services, which includes upgrades and maintenance of the City's existing automation infrastructure and provide electrical services on an as-needed basis. The term of the contract will be for five years, commencing July 1, 2023, through June 30, 2028. The scope of services may include:

- Written recommendations from a control systems and instrumentation perspective when requested.
- Troubleshoot issues with City facilities; provide recommendations for improvements.
- Update or replace any existing programming that is not functioning as intended.
- Perform ongoing routine maintenance and repairs on the existing control system and instrumentation and affected components.
- Design and integrate any control systems and instrumentation required for future expansion of the water and wastewater systems.
- Provide emergency support services.

Solicitation documents can 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 and Procurement Officer, at diane.murzynski@cityofalbany.net, and Mike Bryan, PW Technical Services Manager, mike.bryan@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 9, 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 "Integrator of Record". 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 10TH DAY OF APRIL 2023.

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

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

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