



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Unarmed Security Guard Services
Proposals Due by 2:00 p.m. (local time), Wednesday, August 8, 2018

Notice is hereby given that the City of Albany ("City") is requesting proposals for Unarmed Security Guard Services to provide on-site security and patrol services at several City locations. The City desires to enter into a personal services agreement with a qualified Contractor for the following scope of services:

- Monitor City's facilities and maintain a safe and secure environment
- Identify and report incidents at City building sites and investigate disturbances
- Provide a consistent presence at City Hall during days, evenings and weekend hours to deter and control altercations
- DPSST certified security personnel
- Remove violators of City Code of Conduct Policy
- Provide security sweeps at City facilities and locations, including facility perimeters and adjacent parking lots
- Complete vehicle patrols at City's Public Works Operations facility and Talking Water Gardens
- Monitor and control access of building entrances

The Request for Proposals can be downloaded from the City of Albany website at <http://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at Albany City Hall, Parks & Recreation Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7778, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.

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 541-917-7522.

Proposals shall be submitted in sealed envelopes and must be received at the City of Albany Parks & Recreation counter, not later than 2:00 p.m., (local time), Wednesday August 8, 2018, addressed to the attention of Diane M. Murzynski, CPPO, Purchasing Coordinator, at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321. On the outside of the envelope, please reference "Unarmed Security Guard Services", the RFP closing date and time, and the name and address of the Proposer. Electronic proposals will not be accepted. Proposals received after the designated time and date will not be opened.

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 9TH DAY OF JULY 2018.

Diane M Murzynski

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

PUBLISH: Daily Journal of Commerce, on Monday, July 9, 2018
Albany Democrat-Herald, on Monday, July 9, 2018