



**CITY OF ALBANY, OREGON
INVITATION TO BID (ITB)**

**Water Quality Analysis and Courier Services
Bids Due by 2:00 p.m., (local time) Tuesday, July 31, 2018**

Notice is hereby given that the City of Albany, Oregon (City) is requesting bids from Vendors to provide the City of Albany with water quality analysis and courier services beginning August 2018, for three years, with the option to renew the contract up to an additional two, one-year terms.

Water quality analyses must be conducted in a laboratory certified by the Oregon Environmental Laboratory Accreditation Program (ORELAP) using methods approved by the Safe Drinking Water Act. Courier services must include providing appropriate sample containers, instructions, chain of custody forms, freezer packs, coolers, etc. necessary to collecting and transporting water samples when requested by the City. Courier services must also include picking up the samples a minimum of once per week, preferably twice per week, and transporting them safely at the correct temperature to the laboratory within timeframes specified by the analysis method.

Contract documents are available for review in the Finance Department, City Hall, 333 Broadalbin Street SW, Albany, Oregon, 97321, phone 541-917-7522, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.; or downloaded from the City of Albany website at <http://www.cityofalbany.net/departments/finance/city-purchasing/bids-ITBs-rfq>; or a printed set may be purchased for \$35.

The City will post all addenda on the City website. Prospective Bidders are solely responsible for checking the website to determine if addenda have been issued. All questions regarding this solicitation must be submitted by email to Diane Murzynski, diane.murzynski@cityofalbany.net, phone: 541-917-7522; and inquiries concerning bid specifications should be directed to Karen Kelley, karen.kelley@cityofalbany.net.

Time is of the essence to establish a contract with a Vendor who can provide water quality analysis and courier services to the City of Albany. Sealed bids must be received by the City of Albany, at the Parks & Recreation Counter, not later than 2:00 p.m. (local time), Tuesday, July 31, 2018, at which time said bids will be publicly opened and read in the Periwinkle Room, at City Hall. Bids shall be addressed to the City of Albany, Finance Department, Attn: Diane Murzynski, CPPO, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify: (1) the name of the bid, (2) the bid closing date and time, and (3) the name and address of the bidder. Electronic bids will not be accepted. Bids received after the designated time and date will not be opened.

Bid totals will be posted on the City's website at <https://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>. The City may reject any bid not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all bids 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. Prices quoted shall be firm offers, irrevocable, valid and binding for a period of sixty (60) calendar days after the closing date.

DATED THIS 25TH DAY OF JUNE 2018.

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

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

Publish: Albany Democrat-Herald, Monday, June 25, 2018
Daily Journal of Commerce, Monday, June 25, 2018