



CITY OF ALBANY, OREGON
INVITATION TO BID (ITB)
Water Treatment Chemicals

Bids due by 2:00 p.m. (Pacific Time), Tuesday, February 18, 2020

Notice is hereby given that the City of Albany, Oregon (City) is requesting bids from Vendors to provide the City of Albany with water treatment chemicals over a two-year term, beginning March 2020, with the option to renew the contract up to an additional three, one-year terms, upon mutual agreement by both parties.

Contract bid 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/finance/purchasing/bids>; 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 whether any addenda have been issued. All questions regarding this solicitation must be submitted to Diane Murzynski, diane.murzynski@cityofalbany.net; inquiries concerning bid specifications should be directed to Chuck Leffler, chuck.leffler@cityofalbany.net.

Time is of the essence to establish a contract with a Vendor who can provide water treatment chemicals 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. (Pacific Time), Tuesday, February 18, 2020, at which time said bids will be publicly opened and read in the Santiam 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 <http://www.cityofalbany.net/finance/purchasing/bids>. 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 thirty (30) calendar days after the closing date.

DATED THIS 20TH DAY OF JANUARY 2020.

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

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

Publish: Albany Democrat-Herald, Monday, January 20, 2020
Daily Journal of Commerce, Monday, January 20, 2020